



I N S T I T U T E O F

MEDICAL ULTRASOUND

Institutional Catalog

2026

Revised, March 2026

Institute of Medical Ultrasound
229 Peachtree Street NE, Suite 700
Atlanta, GA 30303
Phone: 404-881-1916
www.imu.edu

WELCOME TO THE INSTITUTE OF MEDICAL ULTRASOUND (IMU)

Congratulations on taking this important step in your educational journey! By choosing to continue your education and prepare for a career in the healthcare industry, you are opening the door to one of the most rewarding opportunities of your life. The Institute of Medical Ultrasound (IMU) is here to equip you with the knowledge, skills, and experiences you need to grow both personally and professionally.

At IMU, our administration, faculty, and staff are dedicated to supporting you every step of the way. We will guide you, challenge you, and provide the tools necessary to achieve your goals. Yet, the ultimate responsibility for your success lies with you. Approach it with determination, apply your talents fully, and persevere through every challenge. Your commitment and effort will shape the future you envision.

Make the most of every resource and opportunity that IMU offers. Participate actively, learn deeply, and embrace this journey as an investment in yourself. The effort you put in today will create the foundation for a successful and fulfilling career tomorrow.

This catalog contains essential information, including rules, regulations, policies, and procedures. It is your responsibility to read, understand, and follow all the guidelines outlined here. By doing so, you will set yourself on a path to success and make the most of your time at IMU.

Welcome to IMU—where your future in healthcare begins!

DeShannon Dixon
Vice President of Operations

2026 ACADEMIC CALENDAR

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JAN

12/29 Winter Term Begins

1 New Year's Day

19 MLK Holiday

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEB

2-6 Midterm Exams

16 Presidents Day

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAR

9-13 Final Exams

16-20 Teacher Work Week

23-27 Winter Break

20 Last Day of Term/Clinical Rotation

30 First Day of Spring Term

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APR

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY

4-8 Midterm Exams

25 Memorial Day

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUN

8-12 Final Exams

15-19 Teacher Work Week

18 Last Day of Term/Clinical Rotation

19 Holiday Observance

22-26 Spring Break

29 First Day of Summer Day

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUL

3 Independence Day

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUG

3-7 Midterm Exams

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEP

7 Labor Day

8-11 Final Exams

14-18 Teacher Work Week

17 Constitution Day

18 Last Day of Term/Clinical Rotation

21-25 Summer Break

28 First Day of Fall Term

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCT

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOV

2-6 Midterm Exams

26 & 27 Holiday Observance

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DEC

7-11 Final Exams

14-18 Teacher Work Week

18 Last Day of Term/Clinical Rotation

21-25 Fall Break

24-25 Holiday Observance

28 First Day of Winter 2027

	Midterm/Final Exams
	School Closed
	First Day of Term
	Faculty & Staff Workdays (No Students)
	Last Day of Term/Clinical Rotation

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ABOUT THE INSTITUTE OF MEDICAL ULTRASOUND (IMU)

STATEMENT OF OWNERSHIP

The Institute of Medical Ultrasound (IMU) was founded through the vision of Dr. Dexter Page, MD a practicing perinatologist in metro Atlanta whose medical practice focuses on advanced ultrasound assessments of fetal development.

After years of experiencing challenges in recruiting qualified sonographers, Dr. Page recognized a critical need for a program that would deliver high-quality education and training in diagnostic medical sonography. This realization led to the establishment of IMU, an institution designed to provide students with exceptional clinical and academic preparation.

At the time of IMU's creation, few options existed for applicants to attend a reputable ultrasound school with a proven record of excellence. Through his work with students from other programs, Dr. Page gained direct insight into clinical training needs and determined to elevate both the educational standards and professional readiness of future sonographers. The Institute of Medical Ultrasound is a privately owned corporation, licensed by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Dr. Dexter Page serves as the Managing Member of the Institute of Medical Ultrasound.

GOALS AND OBJECTIVES

The Institute of Medical Ultrasound (IMU) is committed to developing highly skilled and competent ultrasound professionals. The program's goals and objectives focus on equipping students with the knowledge, skills, and professional behaviors necessary to succeed in the healthcare industry.

1. **Develop proficiency in ultrasound technology:** The primary goal of the ultrasound program is to provide students with a comprehensive understanding of ultrasound principles, equipment, and imaging techniques. Students will gain proficiency in operating ultrasound machines, interpreting images, and accurately identifying normal and abnormal anatomical structures.
2. **Provide knowledge of anatomy and physiology:** The program ensures that students acquire a strong foundation in anatomy and physiology relevant to ultrasound imaging. This includes understanding the structure, function, and location of organs and other bodily structures essential for accurate imaging and diagnosis.
3. **Teach patient care and communication skills:** Ultrasound professionals interact directly with patients, making effective communication and compassionate care essential. Students will learn how to obtain medical histories, explain procedures clearly, and

communicate findings in a professional and empathetic manner.

4. Foster critical thinking and problem-solving abilities: IMU emphasizes the development of critical thinking skills, enabling students to analyze images, make accurate assessments, and identify potential abnormalities. Students will also cultivate problem-solving abilities to address technical challenges and adapt imaging techniques to various clinical situations.
5. Prepare competent entry-level sonographers: The program prepares graduates to excel in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. IMU ensures that students are fully equipped to enter the workforce as competent, professional, and ethical sonographers.

MISSION STATEMENT

The mission of the Institute of Medical Ultrasound (IMU) is to deliver high-quality, healthcare education that is accessible, affordable, and inclusive for all students, regardless of nationality or background. IMU is committed to preparing graduates with the knowledge, skills, and professionalism necessary to thrive in today's healthcare environment.

An essential part of this mission is ensuring that students who successfully complete their training are positioned for rewarding careers within the healthcare industry. To achieve this, IMU provides instruction that is academically rigorous, clinically focused, and centered on ethical practice and community impact.

Our faculty and instructors are dedicated to empowering students to make meaningful contributions to the health and well-being of individuals, families, and communities—both in their professional roles and in their personal lives.

VISION

The Institute of Medical Ultrasound (IMU) envisions a world where excellence in medical ultrasound education is accessible, innovative, and transformative. We are committed to preparing highly skilled healthcare professionals who are ready to make a meaningful impact in their communities and across the globe. IMU empowers motivated students to achieve their career goals by providing cutting-edge educational programs, comprehensive support services, and opportunities to develop the professional, personal, and academic skills necessary for success in the healthcare industry. We embrace flexibility and innovation in learning, offering day and evening schedules designed to meet the diverse needs of our students. Our ultimate goal is to cultivate a new generation of healthcare leaders who embody excellence, passion, and lifelong learning.

PHILOSOPHY, AIMS, AND OBJECTIVES

The Institute of Medical Ultrasound (IMU) has established clear objectives to achieve its mission and fulfill its commitment to both students and the broader community.

IMU's aim is to enrich the educational experience of each student through advanced, high-quality training, preparing graduates to meet the evolving demands of medical offices, hospitals, medical centers, and clinics. Our faculty and staff are highly qualified professionals with extensive experience in their respective fields. They are carefully selected not only for their teaching expertise but also for their dedication to mentoring and supporting students, fostering an environment that promotes learning, growth, and professional development.

DISCLOSURES

The information presented in this catalog is accurate and correct to the best of the Institute of Medical Ultrasound's knowledge. The Institute reserves the right to postpone the start date of any program or course for a reasonable period or to cancel a program or course if minimum enrollment requirements are not met. Individuals considering a career in healthcare should understand that working in the Allied Health Professionals requires both intellectual capability and physical stamina. Allied Health professionals frequently walk, lift, assist patients, and may stand for extended periods while performing patient procedures. Therefore, anyone pursuing a career in these fields should maintain good physical health and a fully engaged mindset to meet the demands of clinical practice. The Institute of Medical Ultrasound provides education and training to prepare students for careers in healthcare; however, employment is not guaranteed upon completion of any program.

FACILITY DESCRIPTIONS

The Institute of Medical Ultrasound (IMU) provides Atlanta-area students with a comprehensive, hands-on learning experience in a simulated clinical environment. Our training facility is designed to support both academic instruction and practical skill development.

Campus Location

The Institute of Medical Ultrasound (IMU) is located at:

229 Peachtree Street NE, Suite 700
International Tower, Peachtree Center
Atlanta, GA 30303
Phone: 404-881-1916.

Our campus is conveniently situated in the heart of downtown Atlanta, within the Peachtree Center complex. IMU offers easy access to multiple major highways, including I-285, GA-400, I-85, I-75, and I-20. For students utilizing public transportation, we are just steps away from a nearby MARTA station, making your commute simple and efficient.

Parking

Ample covered parking is available nearby IMU's campus. Students are responsible for their own parking costs.

Campus Features

- Two (2) Classrooms – Seats up to 28 students
- Two (2) Diagnostic Labs – Equipped with nine (9) ultrasound machines
- Nine (9) Beds – For hands-on scanning practice
- Resource Center – Includes one desktop computer for student use, study area, and reading materials
- Two (2) Break Rooms – Available for students during breaks

Hours of Operation

Monday – Thursday: 8:00 AM – 4:30 PM

Friday: 8:00 AM – 1:30 PM

Didactic/ Class Schedules

Monday – Friday: 8:00 AM – 6:30 PM

Course schedules are determined by the current enrolled term.

Clinical Practicum:

Sunday – Saturday: 7:00 AM – 11:30 PM

Schedules and hours are determined by each clinical site.

ACCREDITATION AND AUTHORIZATION

IMU is authorized to operate in the state of Georgia through the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084

P: 770-414-3300

F: 770-414-3309

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Accreditation

The institution is accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accrediting agency recognized by the U.S. Department of Education.

ABHES Contact Information:

7777 Leesburg Pike, Suite 314 N

Falls Church, Virginia 22043

Phone: (703) 917-4109

Fax: (703) 917-4109

Website: www.abhes.org

ADDITIONAL OVERVIEW

Employment Disclosure

IMU does not guarantee employment upon graduation. Career placement support is provided, but employment outcomes depend on individual effort, market conditions, and employer requirements.

Program and Policy Changes

IMU reserves the right to make changes to its organizational structure, policies and procedures, equipment, instructional materials, and curriculum as deemed necessary to maintain the quality and relevance of its programs.

Students are expected to familiarize themselves with the information presented in this catalog. IMU also reserves the right to modify admissions requirements, tuition, fees, and program requirements.

Students will be promptly notified of any changes.

FACULTY

IMU upholds an open-door policy, encouraging students to seek support when facing academic challenges. In alignment with ABHES standards, instructors are accessible and actively engaged in student success. Campus faculty and staff collaborate to guide students on academic performance, course content, attendance, graduation requirements, and institutional policies.

Campus Faculty & Staff

Dexter Page, MD

Chief Executive Officer – Full-Time

Doctor of Medicine, Morehouse School of Medicine

Delia Moore

Campus Director – Full-Time

Diploma, Diagnostic Medical Sonography, Institute of Medical Ultrasound

Shaterica Brown, MBA, RDMS

Program Director – Full-Time

MBA, Human Resource Management, Columbia Southern University

BA, Communications, Columbus State University

AS, Diagnostic Medical Sonography, Albany State University

Richard Boone, IV, PhD

Director of Student Success & Professional Development – Full Time

PhD, Doctor of Ministry, United Theology Seminary

MA, Master of Divinity, Morehouse School of Religion

BA, Mass Communication/Broadcast Journalism, Rust College

Rachel O’Neal

Director of Student Accounts – Full-Time

School Certifying Official, Veterans Administration

Financial Student Aid Certified, Department of Education

SheKeena Hunter, BA

Academic Enrollment Consultant – Full-Time

BA, History, Johnson C. Smith University

Rashmi Pandey, RDMS

Instructor – Full-Time

AS, Diagnostic Medical Sonography, Sanford Brown College

Voncell Johnson, BS, RDCS

Instructor / Clinical Coordinator – Part-Time

BS, Healthcare Management, Siena Heights University

AS, Cardiovascular Technology, Sanford Brown College

Certificate in Cardiovascular Technology, Ultrasound Diagnostic School

Takevia Sawyer, BSRS, RDMS, RVT

Instructor – Adjunct

BS, Radiological Sciences, Armstrong Atlantic State University

Rhonda Goldson, BA, RDMS

Instructor – Adjunct

BA, Psychology, Chaminade University

AS, Diagnostic Medical Sonography, Sanford Brown College

Officers:

- Dexter Page, MD, CEO
- DeShannon Dixon, Vice President

Advisory Committee

The Institute of Medical Ultrasound maintains active engagement with private industry through its Advisory Committee. This committee is composed of professionals and leaders from the business and healthcare community who have a vested interest in the Institute's mission and in the quality of the specific program.

The Advisory Committee meets twice annually to ensure that the program reflects current, relevant, and industry-aligned practices. Members may also:

- Review and provide input on the educational program
- Recommend admissions requirements and program objectives
- Advise on program content, length, and competency assessments
- Evaluate instructional materials, equipment, and methods of evaluation
- Assess the level of skills and proficiency required for program completion
- Provide guidance on the appropriateness of the program's delivery mode
- Advisory Committee makes the final decision on student violations

Through this ongoing collaboration, the Advisory Committee helps ensure that IMU graduates are well-prepared to meet the demands of the healthcare profession and maintain the highest standards of practice.

STUDENTS RIGHTS AND RESPONSIBILITIES

Student Rights

All students have the right to be informed of the following:

- The institution's accreditation status and licensing agencies
- Program offerings, facilities, and faculty qualifications
- Curriculum content for their program of study
- Access to and review of the Institutional Catalog
- The total cost of attendance, including tuition and fees
- Available financial assistance and how to apply
- Procedures for submitting grievances, complaints, and appeals
- The method used to determine Satisfactory Academic Progress (SAP)

Student Responsibilities

All students are expected to:

- Maintain professional behavior and adhere to the IMU Code of Conduct
- Read, understand, and comply with all institutional policies and the Institutional Catalog
- Review all aspects of the program prior to and during enrollment
- Provide any requested documentation, verification, or updates as required
- Retain copies of all forms and official communications
- Promptly notify the institution of any changes to name or address

Textbooks, Class Supplies, Materials

Students are required to have all textbooks and class materials on the first day of class. Required textbooks will be announced prior to the start of the term.

Equipment & Technology Requirements

- Laptop computer
- Internet Access
- Microsoft Office Suite
- Email Address

Change of Name or Address

Students are responsible for notifying the Administrator of any change of name or address. The change forms are located in the Administrator's office.

Felony Disclosure

Criminal history may affect a student's eligibility for clinical placements, certification, and future employment. Effective Spring 2026, applicants with background check discrepancies are not eligible for enrollment; this policy does not apply to students enrolled in the DMS program prior to this term. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

For additional information regarding certification eligibility, please visit:

www.ardms.org.

ADMISSIONS PROCESS

To apply for admission, applicants must complete and submit an IMU Application for Admission online, along with meeting all requirements and submitting the required documentation to be considered as an official candidate for the DMS program.

Application

- Must be at least 18yrs of age at the time of applying
- Submission of a transcript from one of the following:
 - High School Diploma/GED
 - Proof of a high school diploma/GED with a minimum GPA of 2.75
 - Foreign High School Transcripts -Applicants submitting proof of high school completion from a foreign country must provide an official English translation and evaluation by a recognized credential evaluation service.
 - College/University Transcript: An unofficial transcript showing a completed degree may be submitted in the place of a high school diploma or GED
- Copy of current driver's license/state ID and social security card
- Application Fee: A non-refundable \$50.00 application fee, payable through the IMU Portal under the *Student Financial Services* tab. Cash payments are not accepted.

Background Check

- Applicants are responsible for the cost of a background check through *Advantage Students*. A background check obtained by another company will not be accepted.
- Results must be submitted to IMU no later than two (2) weeks prior to the start of the term for which the applicant is admitted.
- Background checks with discrepancies are not accepted, and applicants must reapply for another term.

Entrance Exam and Admissions Interview

Acceptance into the program is also based on the applicant successfully passing the IMU entrance exam as well as performing well during the interview assessment.

Entrance Exam:

The entrance exam for the Diagnostic Medical Sonography program is a knowledge-based assessment that covers writing, reading comprehension, basic arithmetic, and grammar. While no formal study materials are required, applicants are encouraged to be well-rested on the day of the exam to ensure optimal performance. Applicants must make at least 80% to successfully pass the exam.

Admissions Interview:

The interview assessment at IMU serves as a platform for open and professional dialogue between the institution and the applicant. Key discussion topics include the applicant's motivation for pursuing a career in diagnostic medical sonography, important program dates and deadlines, class and clinical rotation schedules, and tuition information. Applicants are expected to effectively articulate their reasons for selecting IMU as the institution for their sonography education and training.

Interviews are scheduled after the applicant has successfully completed their online application and passed the entrance exam.

Immunization Requirement

To complete the admissions process at IMU, all incoming students must submit a Certificate of Immunization completed and signed by a licensed healthcare provider. This form must be returned to your IMU Academic Enrollment Consultant as part of your official enrollment requirements.

Immunizations may be administered by your primary care provider or a local public health department. Many of the required vaccines may have been completed during high school; therefore, we recommend checking your immunization records with your provider or local health office.

Required Immunizations:

- MMR (Measles, Mumps, Rubella): 2 doses of MMR or 2 doses each of Measles, Mumps, and Rubella. *(Not required if born before 1957.)*
- Varicella (Chicken Pox): 2 doses or documented history of the disease. *(Required for all U.S.-born students born in 1980 or later, and for all foreign-born students regardless of birth year.)*
- Tetanus/Diphtheria/Pertussis: 1 dose of Tetanus or Tdap. *(A Td booster is only required if more than 10 years have passed since the last Tdap dose.)*
- Hepatitis B: 3 doses. *(Required only for students who are 18 years old or younger at the time of expected matriculation.)*

In addition to the immunizations listed above, all students are required to complete a Tuberculosis (TB) Screening prior to the start of the program. This is typically obtained annually.

These requirements are essential for clinical placement and to ensure the health and safety of all students, patients, and clinical staff.

Waitlist and Denial Policy

Candidates who are not placed in their desired term may either be waitlisted or denied admission.

- Waitlisted candidates remain eligible for placement in the applied term if a seat becomes available.
 - If a seat opens, the candidate will be formally notified and granted additional time to submit any remaining documents and/or fees required for enrollment.
- Denied candidates are not eligible for admission in the current term but are encouraged to reapply for a future term after strengthening their application.
 - Denied applicants are also welcome to schedule a meeting with the Program Director to receive feedback and guidance on improving their eligibility for future consideration.

COST OF ATTENDANCE

The cost of attendance provides an estimate of the expenses associated with attending the Institute of Medical Ultrasound (IMU) for one academic year and can assist in financial planning. When awarding financial aid, IMU takes this cost into account and federal, state, or institutional aid cannot exceed the total cost of attendance.

The official cost of attendance includes:

- Tuition and Fees – All charges for course enrollment and program participation
- Books and Supplies – Required textbooks, lab manuals, and instructional materials
- Miscellaneous Expenses – Additional costs associated with your education, which may include items such as: Uniforms and lab coats
- Scrubs and shoes
- Clinical supplies (gloves, ultrasound gel, etc.)
- Professional membership or licensing fees
- Background checks or immunizations required for clinical placement

TUITION, FEES AND OTHER COSTS

A non- refundable \$50.00 application fee must accompany the initial application for admission. Textbooks are not included in tuition costs.

TOTAL Program Tuition	\$34,102.00
<i>Term 1</i>	<i>5,687.00</i>
<i>Term 2</i>	<i>5,683.00</i>
<i>Term 3</i>	<i>5,683.00</i>
<i>Term 4</i>	<i>5,683.00</i>
<i>Term 5</i>	<i>5,683.00</i>
<i>Term 6</i>	<i>5,683.00</i>

Students are responsible for meal purchases; parking fees associated with clinical training.

Payments for tuition and fees are only accepted online via the IMU website.

<https://imu.edu/payment/>

PAYMENT POLICIES

Tuition Obligation Policy

Tuition is a school term obligation: The IMU Leadership and faculty trusts that students fulfill their enrollment contract by participating in IMU for the entire 18-month program. All tuition obligations must be met monthly and by the end of each term in order to take the Final Exam, proceed to the next term and/or graduate. Tuition balances may be paid in full or on an approved payment plan signed by the student and Students Accounts Director. Students on payment plans must make monthly payment for the length of each term (three months).

Student Account Collection Policy

- 1. Payment Deadlines:** Tuition and fees are due according to the schedule outlined in the student enrollment agreement. Students are expected to pay by the published deadlines to maintain good standing.
- 2. Payment Plans:** Students who are unable to pay in full may request a payment plan. All payment plans must be approved by the Student Accounts Director.
- 3. Delinquent Accounts:** An account is considered delinquent if payment is not received by the due date. The following actions may be taken for delinquent accounts:
Ineligibility to move forward to the next term and/or graduate.
- 4. Communication:** IMU will make reasonable efforts to contact students with delinquent accounts through phone, email, and written notices. Students are responsible for keeping contact information up to date.
- 5. Collections Process:** If internal collection efforts fail, the account may be referred to an outside collection agency. Additional fees may apply.
- 6. Disputes and Appeals:** Students may dispute charges or appeal decisions by submitting a written request to the Finance Office within 10 business days of the initial notice. Supporting documentation must be included.
- 7. Withdrawal or Dismissal:** Students who withdraw or are dismissed remain responsible for any outstanding tuition and fees per the school's Refund Policy.

TUITION REFUND POLICY

Students will be responsible for all tuition and fees for each term they are presently attending in addition to any prior account balance. The Institute of Medical Ultrasound charges student's tuition and fees by the term. All uniforms and other miscellaneous items that are not included in tuition and are non-refundable. A detailed schedule of fees and charges associated with the

program is included in the catalog. Tuition retained is calculated as shown below:

- Withdrawing at any time during the first week of the term – 100% refund of tuition only
- Withdrawing at any time after the first week but within the first 3 weeks of the term 85% refund of tuition only
- Withdrawing any time after the first 3 weeks but within the first 4 weeks of the term 75% refund of tuition only
- Withdrawing any time within the first 5 weeks of the term 50% refund of tuition only
- Withdrawing any time after the 5 weeks of the term – no refund of tuition

The policy applies to students that voluntarily withdrawn or have been terminated by the school. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn for the program. The formula for the school's pro-rata tuition refund policy is based upon the length of time a student remains enrolled.

Refunds will not be granted for books, supplies, or materials. No tuition refund is due after 60% of the program is completed. If a credit balance appears on the student's account as a result of the refund, this credit balance will be issued to the student within 30 days after the effective date of termination or withdrawal.

The effective date of termination will be:

- The day following three (3) days of absence.
- The date the student fails to return from a leave of absence.
- The date the student notifies the school of withdrawal.
- The last day of attendance if the student is terminated from the school for any other purposes.

If tuition is collected in advance of entrance, and if after expiration of the 72-hours cancellation privilege, the student does not begin class. Students will not be issued a refund for any instructional supplies, books or materials required by the program.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school.
- If a course is discontinued

Refunds will be consummated within 45 days after the effective date of termination on students who withdraw or who are terminated by the school. Refunds, when they are due, are made without requiring a request from the student. Upon request by a student, the institution shall provide an accounting for such amounts retained within five workdays.

The school shall provide a full refund if the education service is discontinued by the school,

preventing a student from completing the program.

Students will be held responsible for any monies still owing to the Institute of Medical Ultrasound and will be billed accordingly. The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of the receipt of written notice from the student.

Cancellation Policy

- Cancellations must be made in writing within 3 business days of signing the enrollment agreement. In this case, all monies will be refunded, and the application fees will be retained.
- If a student is not accepted to the school or does not meet admissions requirements, the student's enrollment will be cancelled, and the application fee will be retained.
- If a student is unable to meet their tuition obligations prior to beginning the program, the student's enrollment will be cancelled, and the application fees will be retained.

FINANCIAL ASSISTANCE

Institute of Medical Ultrasound believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, the Institute of Medical Ultrasound participates in Federal Title IV financial assistance programs to aid students who qualify in meeting the cost of attending school. Many IMU students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veteran benefits, agency sponsorship, and other educational financing sources. A student can enlist the help of the financial aid department if assistance is needed to obtain supplemental aid. Institute of Medical Ultrasound participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify.

Financial Aid Eligibility Requirements

A complete list of student eligibility standards and conditions may be found in The Student Guide, as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.gov.

REPEAT POLICY AND FEES:

A student who fails one course within a term must pay an additional tuition fee of \$1,900 for the failed course and retake the class.

A student who fails *one course* may be permitted to repeat the course during the next available term, subject to course availability and seating capacity. Students may not progress to the next term until the failed course has been successfully completed on the second attempt.

If a student fails *more than one course in a single term*, the student will be placed on academic hold and may be required to meet with the IMU Advisory Board for further review.

After successfully passing a previously failed course or term, any subsequent course failure during the remainder of the program will render the student ineligible to continue in the program. The student may be referred to the IMU Advisory Board for further review and determination of appropriate action.

To progress into any Diagnostic Medical Sonography (DMS) concentration, students must successfully complete all courses with a **minimum overall grade of 77%** and maintain a minimum SAP 2.0 GPA.

Please note: Students must successfully pass all prerequisite courses before advancing to any concentration in the program. No exceptions will be granted.

RETURN OF TITLE IV FUNDS POLICY

Federal Law specifies how the school must determine the amount of FSA program assistance that a student earns if the student withdraws. The law requires that, when withdrawing during a payment period or period of enrollment, the amount of Student Financial Aid program assistance earned up to that point is determined by a specific formula. The Institute of Medical Ultrasound will define a payment period as a Term for our program. A payment period is one half of an academic year or one half of the remaining portion of an academic year if that portion of the program is greater than one half of an academic year. The remaining portions of a program that are less than one half of an academic year are the payment period. A payment period for a program that is less than an academic year is one half of the program. If a student receives (or the school receives on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If there is more assistance than was warned, the excess funds must be returned. The determination must be completed within 30 days of the date of determination that a student has withdrawn (DOD) and returns will be made according to Federal Guidelines with 45 days of the DOD.

The amount of assistance that is earned is determined on a pro-rata basis though the 60% point of the payment period. That is, if a student completed 30% of the payment period or period of enrollment, he/she earns 30% of the assistance originally scheduled to be received. Once a student completes more than 60% of the payment period or period of enrollment, all the assistance is earned.

For term based and non-term credit programs the percentage completed is determined by

dividing the number of days from start of the term/payment period by the number of days in the payment period. Scheduled periods of nonparticipation (LOA, school closures of 5 days or more) are not included in the period considered complete.

The percentage completed is determined by dividing the number of scheduled hours from the start of the payment period by the number of scheduled hours in the payment period. Scheduled hours are the hours scheduled for that student; therefore, students attending less than full-time would have less scheduled hours than a full-time student for the same period.

If a student receives excess funds the difference must be issued to the student or returned to Title IV per the student in written request.

The order for repaying funds being returned is as follows:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan
4. Pell Grant

Refunds will be processed **within 45 days** of the effective date of termination or withdrawal. Refunds are issued automatically without a student request; however, students may request an itemized accounting, which will be provided **within five (5) business days**.

In the event that IMU discontinues an educational program preventing a student from completing it, a full refund will be issued.

Students remain responsible for any outstanding balances owed to the Institute, which will be billed accordingly.

PROGRAM ORIENTATIONS

New Student Orientation

Orientation is held on the week before the start of each term and serves as the official introduction to the Institute of Medical Ultrasound (IMU) for all new students.

The orientation session is designed to provide students with the foundational information and resources needed to succeed academically and professionally throughout the programs. During orientation, the IMU administrative team will:

- Introduce students to campus facilities and available support services
- Explain key academic policies, institutional procedures, and student conduct expectations
- Provide an overview of the program's didactic and clinical components, including:

- The structure, expectations, and outcomes of didactic courses
- The scheduling, requirements, and responsibilities associated with clinical rotations
- Professional behavior, documentation, and performance standards during clinical training
- Review important academic materials, such as:
 - Program curricula and syllabi
 - Required book lists
 - Academic calendars
 - Any course or program updates
- Review campus safety protocols and emergency procedures
- Inform students of the Grievance and Complaint policy
- Offer opportunities to meet faculty and staff, ask questions, and become familiar with the IMU learning environment

Clinical Orientation

Clinical Orientation is a required component of IMU's Diagnostic Medical Sonography program, and it is designed to prepare students for successful participation in their clinical training experience. The orientation aligns with the ABHES accreditation standards and ensures that all students are fully informed and equipped to begin their clinical education. This orientation provides a comprehensive overview of the expectations, responsibilities, and requirements students must meet while in a clinical setting.

During orientation, students will receive detailed instruction on the following:

- **Clinical Expectations** – Professional conduct, patient care standards, and communication within healthcare teams.
- **Attendance Policy** – Guidelines for punctuality, reporting absences, and consequences for non-compliance.

- **Dress Code** – Required attire for all clinical sites, including uniform standards and hygiene protocols.
- **Clinical Documentation** – Procedures for maintaining accurate clinical logs, evaluations, and submitting required paperwork.
- **Proficiency Requirements** – Skills and competencies students must demonstrate throughout their clinical education.
- **Required Clinical Hours** – A breakdown of the total clinical hours mandated for program completion.
- **Clinical Exams** – Information on required assessments and evaluations during clinical rotations.
- **CPR Requirement** - All students are required to have a current CPR certification through the American Heart Association (AHA) only. Certifications from other organizations are not accepted, due to clinical site requirements. Proof of valid certification must be submitted prior to the start of the first clinical rotation.

Attendance at the clinical orientation is mandatory for all students prior to the start of their clinical placement.

UNIFORM POLICY

Uniforms promote a professional appearance, help establish the student's identity within the clinical setting, and reflect the standards and expectations of the healthcare environment.

IMU students are required to wear royal blue scrubs, all black shoes, and all black socks as the official uniform throughout the entirety of the program, along with their IMU issued identification badge. For warmth, a solid all black/royal blue lab coat over scrubs or a long-sleeved all black/royal blue t-shirt under one's scrubs is acceptable. Uniforms are not included in the tuition and should be purchased prior to the start of the program.

Students are not allowed to wear scrub rompers, jumpsuits, or onesies, because they pose potential sanitation concerns.

After a student's program concentration has been officially determined, an IMU patch will be issued to be attached to their uniform, signifying their affiliation with the program and reinforcing a professional appearance aligned with clinical site expectations.

Head Coverings

Head coverings are not permitted inside classrooms, diagnostic labs, or clinical sites. This includes but not limited to: hats, headbands, scarves, bonnets, surgery caps, etc.

Religious head coverings and attire are permitted in accordance with applicable law and institutional nondiscrimination requirements. Students who require religious attire or a head covering should notify IMU in writing

Nails

Nails must be of natural appearance, trimmed, and without embellishments. Clear nail polish may be worn, but nails should not extend more than 1/8 inch (approximately 3mm) beyond one's fingertip. No artificial nails, wraps, or tips are allowed. Artificial nails are prohibited due to the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and The Joint Commission guidelines.

Hair, Grooming, and Makeup Standards

Hair must be clean, well-groomed, and maintained in a professional manner appropriate for a healthcare environment. Hair should be secured away from the face and shoulders when necessary to maintain safety, hygiene, and infection-control standards. Hair color should be natural-looking, and excessive embellishments or accessories are not permitted. Mustaches and beards must be clean, neatly trimmed, and professionally maintained. Makeup should be conservative and appropriate for a professional healthcare setting.

Eyewear

Sunglasses/tinted lenses are not permitted inside classrooms, diagnostic labs, or clinical sites. Exceptions may be granted only with a signed document from a licensed healthcare provider verifying medical necessity, submitted to and approved by the Program Director.

Meta/AI Glasses Policy

Meta/AI glasses (smart glasses) are wearable devices equipped with built-in cameras, microphones, speakers, and artificial intelligence capabilities that allow users to capture photos and videos, record audio, livestream, and access real-time information.

To protect the privacy, confidentiality, and security of students, staff, patients, and clinical partners, the use of Meta AI glasses is strictly prohibited in all IMU facilities, including classrooms, laboratories, administrative offices, and clinical sites.

Students are not permitted to wear, use, or have these devices visible or accessible during any academic, laboratory, or clinical activity. This prohibition applies regardless of whether the recording or AI features are actively in use.

Any student found in violation of this policy may be subject to disciplinary action, up to and including dismissal from the program.

CLINICAL EDUCATION

Clinical rotations are a vital part of the ultrasound program, allowing students to apply classroom knowledge and scanning techniques in real healthcare settings. Through hands-on experience, students develop clinical skills, patient communication, and professional judgment while working alongside experienced sonographers. Clinical rotations also ensure that IMU meets the clinical education standards required by ABHES accreditation, supporting both student success and program compliance.

Students do not receive financial compensation for participation in clinical rotations, as these experiences are part of the required educational training and are designed solely for learning and skill development.

Clinical Code of Conduct

During clinical rotations, students are expected to maintain a professional demeanor at all times; this includes adhering to IMU's dress code.

Students must strictly maintain patient confidentiality in accordance with HIPAA (Health Insurance Portability and Accountability Act) regulations. Any unauthorized access, discussion, or sharing of patient information is a serious violation and may result in dismissal from the program. Furthermore, to avoid disciplinary actions, students should not take photos or record videos at the clinical site without prior approval from their mentor or site manager.

Clinical Mentors & Preceptors

An assigned clinical site mentor acts as the student's instructor throughout their clinical rotation. This mentor will evaluate the student's performance, provide feedback, and may serve as a potential reference for future employment. Rotations under mentorship may last up to four terms.

An IMU preceptor is primarily focused on the clinical skill development, performance and protocols at a specific clinical site. Typically, an assigned preceptor is for one clinical rotation.

Clinical Practicum

At the appropriate point in the program, students will be assigned to hospitals and medical centers for their clinical rotation(s). Clinical locations are primarily within the Metro Atlanta area, generally within 80 miles of the school.

Each student will be assigned a clinical site by the Clinical Instructor. Commuting to the assigned site is required and students should be prepared for travel to any assigned location. Students are

responsible for all transportation and parking expenses as no compensation will be provided for travel during the clinical rotation.

To ensure a comprehensive and well-rounded clinical experience, students may be required to complete portions of their rotation at multiple clinical sites and/or shifts, depending on site availability and program requirements.

Denial of Clinical Site

Students may deny and secure their own clinical site. A site must be secured within one week of signing an IMU declination form. Failure to secure a site within the allotted time may result in a failing course grade.

For site approval, the Clinical Coordinator/Instructor or Program Director must receive the following information about the proposed site:

1. Site Name
2. Approving personnel's name and title
3. Contact information

Once the information is received, an IMU administrator will communicate with the site's point of contact and verify the placement and complete any necessary paperwork. If the site is already being used for the current term's clinical rotations, the student's request will be automatically denied due to availability. However, if the site is already in use but the mentoring sonographer/Office Manager provides written approval, the student may proceed with the placement at that site.

The attendance policy remains in effect while the student seeks to secure an alternative clinical site. No additional days will be granted during the site approval process; therefore, students are strongly advised to obtain a new site before reporting a denial.

Additional Site Requirements

Clinical sites may require additional documentation and immunization records prior to the start of a rotation, which may include a drug screen or additional background check. If a student is denied access to a site due to testing or screening discrepancies, it is no longer the responsibility of IMU to locate a clinical site for the student during that term. A one-week grace period will be allotted to the student to secure a site.

Students are responsible for meeting all site-specific requirements and must obtain formal clearance before beginning their assigned clinical placement.

Clinical Hours and Scheduling

Typical clinical hours are scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday; however, weekend and evening shifts may be scheduled as well due to site availability. Clinical schedules are provided at least one week prior to the start of a term.

Requirements for Clinical Completion

To fulfill the clinical component of the program, students must attend 100% of their assigned clinical rotations, by completing a total of 710 clinical hours.

- Non-degree general students are required to perform a minimum of 300 exams within the program's core specialty track (e.g., abdominal and OB/GYN).
- General students who have completed at least a bachelor's degree must complete a minimum of 800 exams in each specialty.
- Non-degree cardiac students are required to perform 600 exams, while students with at least a bachelor's degree must obtain 1600 exams.

Clinical Attendance and Make-Up Days

Students are expected to attend all scheduled clinical days. Students may miss up to two clinical days per term and remain eligible to make up missed time. A third absence within the term may result in failure of the clinical course. Make-up hours may be completed during the designated term break (Week 13). Failure to complete required make-up hours may result in course repetition.

Three tardies or early dismissals are equivalent to one absence. Failure to notify both the Clinical Instructor and assigned Clinical Mentor will result in an unexcused absence. Two unexcused absences may result in failure of the clinical course.

Termination of Clinical Site or Clinical Rotation

Students who are permitted to continue the program after being released from a clinical site, failing a clinical course, or serving a suspension for a term are responsible for securing a new clinical site for their next approved clinical rotation.

Possible reasons to be terminated from a clinical site or clinical rotation may include but not limited to:

- Repeated failure to comply with site or IMU rules
- HIPAA violation
- Stealing
- Falsifying documents

- Plagiarism
- Excessive absences
- Disruptive or disrespectful behavior
- Dismissal from a clinical site

If the student returns to a clinical rotation after a previous termination and another terminating violation is conducted during any portion of the student's remaining time in the program, the student will be expelled from the program.

Clinical Performance Standards

Clinical performance is assessed using a combination of tools and criteria to ensure students meet program expectations and professional standards. Grading is based on the following components:

1. Clinical Evaluations – Completed by the clinical mentor to assess professionalism, skill development, protocol understanding, and overall performance.
2. Performance Objectives – Verification of scanning proficiency and adherence to protocol requirements.
3. Time Sheets – Documentation of clinical hours to ensure attendance and compliance with rotation requirements.
4. Daily Exam Forms – Records of exams performed during clinical rotations, used to track progress and daily exam volume.
5. Self-Assessments – Student reflections on strengths, areas for improvement, and personal growth during rotations.

Clinical Grading Scale

Student performance in clinical rotations is evaluated using the following weighted criteria:

40% – Clinical Evaluations 30% – Attendance 30% – Clinical Documentation

Students must meet minimum standards in all categories to pass the clinical course. Failure in any one area may result in a failing grade for the rotation.

STUDENT RESOURCES

Career Services

IMU offers job search assistance to all graduates in their field of study. While every effort is made to support students in finding employment, IMU does not guarantee job placement.

The institution provides students with professional development education and support, including resume and cover letter reviews, interview preparation, job search planning, and job offer evaluation. IMU also facilitates connections among students, faculty, and employers to promote professional growth, career readiness, and networking opportunities.

Recognizing that career development is ongoing, IMU encourages students to actively engage in the process and utilize the resources available to prepare for success in the workforce.

Transcripts

Student transcripts are permanently maintained by the Institute of Medical Ultrasound and are available through the Administration Office. Upon successful program completion, each student receives two transcripts—one official and one unofficial.

In accordance with Department of Education guidelines, IMU will not withhold transcripts due to unpaid fees; however, only an unofficial transcript will be provided under such circumstances.

Additional transcript copies may be requested for a fee of \$10.00 per copy, and payment must be made in the IMU online portal.

Academic Advising

IMU offers individualized academic support to students experiencing challenges. Students are encouraged to meet with instructors for assistance with coursework or program concerns. Advisement is provided by faculty and program staff, who also offer career guidance and referrals to external resources when needed.

The academic sector of IMU is overseen by an independent board, which includes both internal and external professionals, ensuring accountability and continuous improvement in student support services.

Tutoring

Instructors are available by appointment for students needing assistance outside of regular class hours. Students struggling with coursework should first contact their instructor to develop an academic plan. If additional support is needed, the instructor or student may notify the Program Director to arrange tutoring services.

STUDENT CONDUCT POLICY

The Institute of Medical Ultrasound (IMU) expects all students to conduct themselves in a professional and respectful manner at all times. Any behavior that conflicts with the

educational mission and standards of IMU may result in disciplinary action, up to and including dismissal.

Examples of misconduct include, but are not limited to:

- Providing false information to IMU or engaging in forgery, alteration, or unauthorized use of institutional documents or identification with intent to defraud.
- Plagiarism, including:
 - Direct quotation or paraphrasing from published sources without proper acknowledgment or citation.
 - Submitting work prepared by another individual or service as one's own.
 - Using previously submitted work completed by another student.
 - Submitting identical or substantially similar work in collaboration with other students without authorization.
- Intentional disruption or obstruction of teaching, research, administrative functions, disciplinary proceedings, meetings, or other IMU activities.
- Physical or verbal abuse of any individual associated with IMU, including incidents occurring on campus, at clinical sites, or during IMU-sponsored or supervised activities.
- Sexual harassment, as defined in the IMU catalog and website, including violations under Title IX.
- Theft of, or damage to, property belonging to IMU or its affiliates, including clinical sites and associated facilities.
- Financial responsibility for any loss, damage, or destruction of equipment or property caused by negligence or willful misconduct. This includes damage to buildings, surrounding areas, or educational equipment at IMU or affiliated locations.
- Failure to comply with directives from IMU faculty, staff, administrators, or clinical site supervisors acting within the scope of their responsibilities.

Students found in violation of this policy may be suspended while the matter is reviewed by the IMU Advisory Board.

PROGRAM OVERVIEW

Program Objectives

The program objective of the IMU's Diagnostic Medical Sonography program is to create competent sonographers who demonstrate clinical excellence, critical thinking, and professionalism. The program aims to equip students with the knowledge, technical skills, and ethical standards required to perform high-quality diagnostic ultrasound imaging across various healthcare settings and specialties. Ultimately, graduates will be prepared to meet the demands of the field and successfully obtain registry certifications.

Program Credit Hours

Upon successful completion of the program, IMU students will have earned 75 quarter credit hours (equivalent to 1,688 clock hours), completed over a period of 18 months (72 weeks).

Syllabus

Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

Foundation Course Descriptions

DMS-109 Anatomy & Physiology 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course focuses on anatomy and physiology of the organs of the human body, relationship of sectional anatomy to ultrasound imaging, sonographic appearance of the anatomy, medical and sonographic terminology and function in the sonographic patient. DMS 109 is conducted in English. ***No Prerequisites

DMS – 110 Mathematics 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course: Mathematics refresh basic college-level mathematics, perform arithmetic and algebraic function and processes, understanding of the metric system, use of fractions, decimals, percentage, knowledge of logarithms and exponents. Course conducted in English via classroom setting. ***No Prerequisites

DMS – 111 General Physics 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course: Introduces the basic principles of physics; Newton's Law of motion, mass force and weight, momentum and conservation of energy, gravity, theories of gravity, energy, work and their relationships, motion positions, and energy. Course conducted in English via classroom setting. ***Prerequisites: DMS110

DMS-112 Basic Scan Lab I 3.0 Credit Hours, 120 Clock Hours

Hands-on training in the art of ultrasound scanning in an instructional setting, to include: patient positioning, image orientation, labeling, scanning techniques, image production, safe use of the equipment. Course conducted in English via scan lab setting. ***No Prerequisite

DMS – 120 Communication, Patient Care, and Medical Terminology 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course introducing the essential disciplines associated with Communication within the healthcare community. Topics include: history of ultrasound in medicine, roles and responsibilities of the sonographer, basics of patient care, legal and ethical issues, computer skills, telephone etiquette, understanding and communicating with patient of diverse populations, medical terminology, patient history, pre and post procedure information, diagnostic exam protocol, preparing and presenting technical reports and communicate clinical

finding to licensed practitioner. Conducted in English via classroom setting. ***Prerequisites: DMS 109, 110, 111, & 112

DMS – 121 Pathophysiology 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course introducing the student to Pathophysiology. Topics include: medical terminology, inflammation and healing, infections, neoplasms, and disease process of different system. Conducted in English via classroom setting conducted in English. ***Prerequisites: DMS 109,110, 111, 112, & 120

DMS – 122 Basic Scan Lab II 3.0 Credit Hours, 120 Clock Hours

Course Description: Hands-on experience of the technical and professional aspects of medical sonography in a teammates care setting. Students will apply basic scanning techniques as they develop teammates' care skills. Students observe, assist and perform various teammates' care and sonographic duties with direct supervision. Reinforcing the application of ultrasound for the detection and evaluation of pelvis to include scanning techniques, examination protocols, image optimization and sonographic interpretation/documentation. Focuses on the images the liver, biliary system, pancreas, aorta, IVC, kidneys, bladder, and thyroid organs of the female pelvic; anatomy, and sonographic appearance of normal sonographic patterns and preparing technical report for sonologist. Course conducted in English via scan lab setting.

***Prerequisites: DMS 109,110, 111, 112

DMSG – 123 Sonographic Physics & Instrumentation 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course introducing the physical principles behind the use of ultrasound for medical diagnosis, topics to include components of an ultrasound system, pulse-echo principle, characteristics of continuous and pulsed sound waves, imaging modes,

resolution, artifacts and safety. The course is designed to assist the novice scanner in optimizing images through the application of these principles. DMSG 220 is conducted in English.

***Prerequisites: DMS 109,110, 111, 112

DMSG – 230 Obstetrics/Gynecology I 3.0 Credit Hours, 60 Clock Hours

Course Description: Theory course focuses on normal and abnormal anatomy and physiology of the female pelvis. The sonographic evaluation of the non-gravid female pelvis: including normal sonographic patterns and most common abnormal sonographic patterns. The normal sonographic appearance, variants, of the female non-gravid pelvis and first (1st) obstetric., including pathology and complications of the first (1st) trimester. This course is conducted in English, via the classroom setting. ***Prerequisites: DMS 109- 123

DMSG – 232 Scan Lab I 2.0 Credit Hours, 48 Clock Hours

Course Description: Hands-on experience of the technical and professional aspects of medical sonography in a teammates care setting. Students will apply basic scanning techniques as they develop teammates' care skills. Students observe, assist, and perform various teammates care and sonographic duties with direct supervision. Reinforcing the application of ultrasound for the detection and evaluation of the female pelvis and fetus 1st trimesters to include scanning techniques, examination protocols, image optimization and sonographic interpretation/documentation. Focuses on the organs of the female pelvic; anatomy, and sonographic appearance of normal sonographic patterns and preparing technical report for sonologist. ***Prerequisites: DMS 109- 123

DMSG – 233 Clinical I 6.0 Credit Hours, 192 Clock Hours

Course Description: Clinical Externship is the performance of sonography examinations within a hospital/clinic/office under the supervision of the clinical site sonographer(mentor). Students prepare for clinical rotations by attending laboratory demonstrations of ultrasound equipment operation and patient examination methods. Scanning protocols are reviewed in didactic courses and demonstrated in scan labs that review protocols covered in class. Students must adhere to a weekly schedule that includes two (2) eight-hour days of clinical rotation at an approved clinical site. ***Prerequisites: DMS 109-123

DMSG – 240 Obstetrics/Gynecology II 3.0 Credit Hours, 48 Clock Hours

Course Description: Theory course: focuses on normal and abnormal anatomy and physiology of the 2nd and 3rd trimesters; advanced techniques and fetal anatomy and possible associated anomalies processes affecting the 2nd and 3rd trimesters, i.e., fetal face, neck, neural axis, thorax, echocardiography, anterior abdominal wall abdomen, Urogenital system and skeleton. This course is conducted in English via classroom setting.

***Prerequisites: DMS 109-123, DMSG 230,232, and 233

DMSG – 242 Scan Lab II 2.0 Credit Hours, 39 Clock Hours

Course Descriptions: Hands-on experience of the technical and professional aspects of medical sonography in a teammates care setting. Students will apply basic scanning techniques as they develop teammates' care skills. Students observe, assist and perform various teammates' care and sonographic duties with direct supervision. Reinforcing the application of ultrasound for the detection and evaluation of the female pelvis and fetus 1st through 3rd trimesters to include scanning techniques, examination protocols, image optimization and sonographic interpretation/documentation. Focuses on the organs of the female pelvic; anatomy, and sonographic appearance of normal sonographic patterns and preparing technical report for sonologist. ***Prerequisite: DMS 109-123, DMSG 230,232, and 233

DMSG – 243 Clinical II 9.0 Credit Hours, 213 Clock Hours

Course Description: Clinical Practicum is the performance of sonography examinations within a hospital/clinic under the supervision of the clinical site sonographer(mentor). Students prepare for clinical rotations by attending laboratory demonstrations of ultrasound equipment operation and patient examination methods. Scanning protocols are reviewed in didactic courses and demonstrated in scan labs that review protocols covered in class. Students must adhere to a weekly schedule that includes three (3) eight-hour days of clinical rotation at an approved clinical site. ***Prerequisites: DMS 109-123, DMSG 230,232, and 233

DMSG 250: Abdominal I 3.0 Credit Hours, 33 Clock Hours

Course Descriptions: Theory course focuses on the organs of the abdomen; anatomy, and sonographic appearance of normal and abnormal sonographic patterns, physical findings, physiology and laboratory data, collecting pertinent clinical information and preparing technical report for sonologist. The focuses on the retroperitoneum, peritoneal cavity, and GI tract: including normal sonographic patterns and abnormal sonographic patterns. This course is conducted in English, via a classroom setting.

***Prerequisites: DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, and 243

DMSG 252: SCAN LAB III 1.0 Credit Hours, 24 Clock Hours

Course Descriptions Hands-on experience of the technical and professional aspects of medical sonography in a teammates care setting. Students will apply basic scanning techniques as they develop teammates' care skills. Students observe, assist and perform various teammates' care and sonographic duties with direct supervision. Reinforcing the application of ultrasound for the detection and evaluation of abdominal, the retroperitoneum, spleen and GI tract to include scanning techniques, examination protocols, image optimization and sonographic interpretation/documentation. Focusing on the organs of the abdomen; anatomy, and sonographic appearance of normal sonographic patterns and preparing technical report for sonologist. ***Prerequisite: DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, and 243

DMSG 253: Clinical III 8.0 Credit Hours, 187 Clock Hours

Course Descriptions: Clinical Practicum is the performance of sonography examinations within a hospital/clinic under the supervision of the clinical site sonographer(mentor). Students prepare for clinical rotations by attending laboratory demonstrations of ultrasound equipment operation and patient examination methods. Scanning protocols are reviewed in didactic courses and demonstrated in scan labs that review protocols covered in class. Students must adhere to a weekly schedule that includes 11 weeks for four (4) eight-hour days of clinical

rotation at an approved clinical site. *** Prerequisite DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, and 243

DMSG 260 Abdominal II 2.0 Credit Hours, 38 Clock Hours

Course Description: DMSG 260 Theory course focuses on advanced techniques, i.e., Renal, Breast, Thyroid, Parathyroid glands, Scrotum, and musculoskeletal system and, normal and abnormal sonographic patterns of Neonatal and Pediatric hip, head, spine, abdomen, kidneys, and pelvis. This course is conducted in English via a classroom setting.

***Prerequisite: DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, 243, 250, 252, and 253

DMSG 261: Review 2.0 Credit Hours, 38 Clock Hours

Course Descriptions: Theory course reviewing normal anatomy and physiology of blood flow through the heart, blood vessels and vital organs in the body. Common pathological processes will be introduced with associated signs, symptoms, and lab values. Non-invasive examination protocols, techniques and sonographic appearances will be discussed. DMSG 261 is conducted in English, in a classroom setting. ***Prerequisite: DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, 243, 250, 252, and 253

DMSG 262: SCAN LAB IV 2.0 Credit Hours, 38 Clock Hours

Course Descriptions: Hands-on experience of the technical and professional aspects of medical sonography in a teammates care setting. Students will apply basic scanning techniques as they develop teammates' care skills. Students observe, assist and perform various teammates' care and sonographic duties with direct supervision. Reinforcing the application of ultrasound for the detection and evaluation of Urinary system, breast, thyroid, scrotum, musculoskeletal system in an instructional setting, introducing the applicant of ultrasound for the detection and evaluation of blood flow throughout the body, to include scanning techniques, examination protocols, instrumentation, image production/optimization and interpretation.

***Prerequisite: DMS 109-123, DMS 109-123, DMSG 230,232, 233, 240, 242, 243, 250, 252, and 253

DMSG 263: CLINIC IV 8.0 Credit Hours, 130 Clock Hours

Course Descriptions: Clinical Practicum is the performance of sonography examinations within a hospital/clinic under the supervision of the clinical site sonographer(mentor). Students prepare for clinical rotations by attending laboratory demonstrations of ultrasound equipment operation and patient examination methods. Students will apply their skills to scanning more challenging patients with increasing speed. Students will perform most the exams with the accuracy and speed required of an entry –level sonographer. Students must adhere to a weekly schedule that includes four (4) eight-hour days of clinical rotation at a clinical site for 11 weeks.

*** Prerequisites DMS 109-123, DMSG 230,232, 233, 240, 242, 243, 250, 252, and 253

DIAGNOSTIC MEDICAL SONOGRAPHY

COURSE NUMBER	COURSE NAME	CLOCK HOURS	QUARTER CREDITS
DMS 109	Anatomy and Physiology	60	3.0
DMS 110	Mathematics	60	3.0
DMS 111	General Physics	60	3.0
DMS 112	Basic Scan Lab I	120	3.0
DMS 120	Communication, Patient Care, Medical Terminology	60	3.0
DMS 121	Pathophysiology	60	3.0
DMS 122	Basic Scan Lab II	120	3.0
DMS 123	Sonographic Physics and Instrumentation	60	3.0
DMSG 230	Obstetrics/Gynecology I	60	3.0
DMSG 232	Scan Lab I	48	2.0
DMSG 233	Clinical I	192	6
DMSG 240	Obstetrics/Gynecology II	48	3.0
DMSG 242	Scan Lab II	39	2.0
DMSG 243	Clinical II	213	9.0
DMSG 250	Abdominal I	33	3.0
DMSG 252	Scan Lab III	24	1.0
DMSG 253	Clinical III	187	8.0
DMSG 260	Abdominal II	38	2.0
DMSG 261	Review	38	2.0
DMSG 262	Scan Lab IV	38	2.0
DMSG 263	Clinical IV	130	8.0

Didactic Attendance Policy

The attendance policy at the Institute of Medical Ultrasound is as follows:

1. Students must attend ninety (90%) percent of the total didactic class hours per term.
2. Students who are absent more than 20% of the total didactic class hours with respect to an individual course will be referred to the Program Director for counseling.
3. Two absences are allowed per course and per term – one excused (excluding midterms and final exams) and one unexcused.
4. Failure to report an absence is considered unexcused.
5. Documentation is required for an excused absence and must be approved by the instructor/Program Director. An excused absence counts towards the allotted number of absences for the term. It is the responsibility of the student to obtain and complete any missed assignments.
6. On the third absence of the term, the student may receive a failing grade for the course and be directed to the IMU Advisory Board for further direction.
7. Three tardies equal one absence.
8. Medical emergencies, court cases, and deaths will be handled on a case-by-case bases.

Late/ Missing Assignments

The submission of late assignments are held at the discretion of the instructor. Students are responsible for acknowledging course requirements and due dates.

Didactic Courses Grading Scale

The final overall grade must be above 80% utilizing the following percentages:

Pre-requisite Full term course:

- 10% Workbook/Case Studies
- 20% Quiz
- 25% Midterm
- 45% Final

Pre-requisite Half term course:

- 25% Workbook
- 30% Quiz
- 45% Final

Basic Scan Lab:

- 40% Workbook
- 60% Final

DMSG Program Course:

- 10% Case Study/Workbook
- 15% Quiz
- 15% Project/Critical Thinking
- 20% Midterm
- 40% Final

DMSG Scan Lab:

- 15% Project
- 40% Workbook
- 45% Final

DMSG Clinical Practicum:

- 40% Clinical Evaluation
- 30% Clinical Hours
- 30% Clinical Documentation/Assignments

DMSC Program Course:

- 15%Project/Quiz/Homework
- 40% Midterm
- 45% Final

DMSC Scan Lab:

- 15% Project/ Quiz
- 40% Midterm
- 45% Final

DMSC Clinical Practicum:

- 20% Attendance/Timesheets
- 40% Evaluation/ Logs
- 40% Competencies

Grading Scale:

A	100-93
B	92-85
C	84-77
F	76-0

TESTING PROCEDURE POLICY

A secure and standardized testing environment is imperative while proactively preparing students for professional testing center expectations.

To ensure academic integrity and fairness, the following procedures must be strictly followed during all quizzes and examinations:

- **Electronic Devices:**
Prior to the start of any quiz or examination, students are required to surrender all cell phones, smartwatches, and any other electronic or smart devices to the instructor.
- **Personal Belongings:**
All personal items, including bags, notes, and other materials, must be placed in a designated area as specified by the instructor before the exam begins.
- **Access During Testing:**
Students are prohibited from accessing personal belongings or electronic devices at any time during the examination.
- **Leaving the Testing Area:**
If a student must leave the room during testing, they may not access their personal items or devices unless prior approval is granted by the instructor.
- **Compliance:**
Students are expected to follow all testing instructions provided by the instructor. Failure to adhere to testing procedures or any form of noncompliance may result in disciplinary action, including a failing grade for the assessment.

IMU reserves the right to enforce additional testing measures as necessary to uphold academic integrity and align with industry testing standards.

SONOGRAPHY PRINCIPLES AND INSTRUMENTATION (SPI) EXAM POLICY

The Sonography Principles and Instrumentation (SPI) Exam is a national certification examination administered by the American Registry for Diagnostic Medical Sonography (ARDMS). This exam evaluates a student's understanding of the fundamental principles of ultrasound physics, instrumentation, and safety—critical knowledge required for all diagnostic medical sonographers.

The SPI exam is a mandatory requirement for all enrolled students. Each student is required to sit for the SPI exam and must submit official documentation of their passed exam result to the Program Director. This requirement ensures students are actively working toward professional credentialing and gaining the foundational knowledge necessary for clinical practice.

The cost of the SPI exam is covered by IMU and is included in the total tuition. IMU will provide students with information on how to register and prepare for the exam during their program.

GRADUATION REQUIREMENTS

To successfully complete the DMS program students must meet the following requirements:

- At least a 2.0 GPA
- 90% didactic attendance
- 100% completions of clinical hours and clinical proficiencies
- Fulfillment of all financial obligations
- Provide documentation of a successfully passed Sonographic Physics & Instrumentation (SPI) exam

Eligible students will receive a diploma upon successful completion of all graduation requirements and satisfaction of all financial obligations to the Institute of Medical Ultrasound.

ACADEMIC PROBATION AND APPEAL POLICY

Academic Probation is a formal status assigned to students who do not meet the institution's Satisfactory Academic Progress (SAP) standards, including meeting minimum GPA or other academic requirements. While on probation, students are expected to improve their academic standing within a specified timeframe to remain in the program.

Students placed on academic probation may submit a written appeal if extenuating or mitigating circumstances contributed to their academic performance. Appeals must be submitted to the Program Director within five (5) business days of receiving the probation or dismissal notice.

The appeal must clearly explain the circumstances that affected the student's academic progress and outline a plan for improvement.

All appeals are reviewed by the IMU Advisory Board, who makes the final determination regarding reinstatement or dismissal.

For appeals related to non-academic dismissals, please refer to the Grievance Policy within this catalog.

Satisfactory Academic Progress (SAP) Policy

All enrolled students must maintain a Satisfactory Academic Progress (SAP) to remain in good academic standing and to be eligible for continued enrollment and financial aid (if applicable).

SAP is evaluated using the following standards:

Academic Performance

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 (80%)

throughout the program. Grades are reviewed at the end of each term.

Program Completion Rate

Students must successfully complete at least 67% of attempted credit hours. Failed or withdrawn courses count as attempted but not completed.

Maximum Time Frame

Students must complete the program within 150% of the published program length. For example, IMU is an 18-month program; therefore, a student must be completed within 27 months.

Evaluation Points

SAP is formally evaluated at the end of each academic term. Students not meeting SAP will receive a warning or be placed on probation, depending on their academic history.

SAP Warning and Probation

1. **Warning:** Issued after the first term a student fails to meet SAP standards. The student remains eligible for aid (if applicable) and must improve by the next evaluation.
2. **Probation:** If the student does not meet SAP after a warning period, they may be placed on probation and required to follow an academic improvement plan. Financial aid may continue during probation if the student complies with the terms of the plan and demonstrates academic improvement.
3. **Loss of Financial Aid:** Students who do not meet SAP requirements after probation or fail to follow the academic plan may lose financial aid eligibility until SAP standards are restored as well as possibly being released from the program.

Students who do not meet Satisfactory Academic Progress (SAP) requirements will be notified via email. Subsequently, the student is required to schedule a meeting with the Program Director to review SAP standards and discuss the necessary steps to regain satisfactory standing.

Appeal Process

Students who lose eligibility may submit a written appeal citing extenuating circumstances (e.g., illness, family emergency). Approved appeals may allow continued enrollment under an academic plan as directed by the IMU Advisory Board.

Reinstatement of Eligibility

Students who meet SAP standards after a probationary term or fulfill the conditions of their academic plan may have their academic and/or financial aid eligibility reinstated.

Treatment of Specific Grades in SAP Evaluation

Grades of Incomplete (I), Fail (F), Withdrawn (W), Withdrawn Failed (WF) are considered unsuccessful completions. These grades are included in the calculation of attempted

credits/hours but are counted as zero credits/hours earned in the Satisfactory Academic Progress (SAP) evaluation.

- An "F" grade also counts as zero quality points in the GPA calculation used to assess the qualitative SAP standard.
- Grades of I and W/WF do not impact the GPA directly, as they carry no quality points, and are therefore excluded from the qualitative SAP calculation.
- Students with 20% or less attendance in a course will receive a letter grade of "W" withdrawal. The grade of W is calculated in the quantitative measurement of SAP. This equates to less than four class sessions.

If a student completes the requirements for an Incomplete and earns a passing grade, SAP will be recalculated at that time. If the updated grade results in the student meeting SAP standards, they may be considered for financial aid reinstatement, provided all other eligibility criteria are satisfied.

When a student repeats a course, the higher of the two grades will be used in the GPA calculation for SAP purposes.

PROGRAM TERMINATION POLICY

Students may be subject to termination from their program for, but not limited to, the following reasons:

- Excessive absenteeism
- Failure to maintain Satisfactory Academic Progress (SAP)
- Non-payment of tuition or fees
- Violation of institutional rules, policies, or code of conduct

Additional reasons for termination may apply, as determined by the policies and professional standards of IMU. All termination decisions are reviewed and approved by the IMU Advisory Board.

Decisions regarding reinstatement will be based on factors including, but not limited to:

- Academic performance and grades
- Attendance and participation
- Account balance and financial standing
- Conduct and adherence to school policies
- Demonstrated commitment to completing the program

Students approved for reinstatement must sign a new Enrollment Agreement and will be subject to the current published tuition rates at the time of re-entry, as well as all current

admissions requirements.

Additional Termination and Dismissal Information

Academic Termination: Students who were terminated due to unsatisfactory academic progress (SAP) may be considered for re-entry. Before approval, it must be determined that the student can complete the program within 150% of the program's standard timeframe. Students who are re-admitted under these conditions will enter with a status of SAP Warning, which will remain until the next evaluation point.

Disciplinary Dismissal: Students dismissed for disciplinary reasons must submit a written appeal to the Program Director to request re-enrollment. Re-entry is contingent upon approval by the IMU Advisory Board.

Program Time Limit: Students who have exceeded 150% of the program's standard duration are not eligible for re-entry and will be permanently dismissed from the program.

GRIEVANCE AND STUDENT COMPLAINT POLICY

The Institute of Medical Ultrasound (IMU) is committed to providing a fair, transparent, and accessible process for addressing student complaints and grievances. The Student Complaint Policy establishes a structured procedure to ensure that concerns are reviewed and resolved in a professional and consistent manner.

This policy does not cover complaints related to unlawful harassment, discrimination, or retaliation for reporting harassment or discrimination, which are addressed through separate procedures.

Purpose

The purpose of this policy is to provide a formal mechanism for students to resolve difficulties or problems encountered in college-related activities. Complaints are taken seriously and must be compelling, substantive, and verifiable.

Only students directly, adversely, and substantially affected by a faculty or staff decision may file a complaint. Frivolous, repetitive, or capricious complaints against school personnel, programs, or policies will be considered an abuse of the complaint process and may be dismissed.

This policy applies to matters including, but not limited to:

- Classroom learning environment
- Course content and instructional quality

- Access to classes and scheduling
- Student advisement and academic guidance
- Quality of administrative and student services

Filing a Complaint

Students may file complaints or grievances using the IMU link under Risk Management on the SIBG website (www.GetSIBG.com). This online system provides a secure and confidential method for submitting concerns, which will then be reviewed by the appropriate personnel for resolution.

Complaints will be referred to the appropriate personnel based on the nature of the issue:

<u>Complaint Type</u>	<u>Responsible Personnel</u>
Academic Grade Appeals	Program Director
Administrative Services	Campus Director
Student Affairs	Admissions Counselor
Harassment, Sexual Harassment, Violence, or Discrimination	Vice President and Risk Management
Student Code of Conduct Violations	Program Director

Grievance Procedures

Definition of Grievance: A grievance is a formal claim, complaint, or expression of concern by a student regarding any aspect of their educational experience. This includes, but is not limited to:

- Misapplication of campus policies, rules, regulations, or procedures
- Unfair treatment, coercion, reprisal, or intimidation by an instructor or staff member

Procedure:

1. Filing: Submit the complaint through the IMU link under Risk Management on the SIBG website(www.GetSIBG.com) with supporting details.
2. Review: The responsible personnel will review the complaint and may request additional information from the student or staff involved.
3. Resolution: IMU will attempt to resolve the grievance in a timely and fair manner, documenting the outcome.
4. Follow-Up: The student will receive written notice of the resolution and any actions taken.

Students are encouraged to seek informal resolution directly with instructors or staff before filing a formal complaint, although complaints may be submitted directly via the online system if necessary.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084

Phone 770-414-3300 Fax 770-414-3309

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike Suite 314N

Falls Church, VA 22043

Phone (703)917-9503

www.abhes.org

Confidentiality

All complaints will be handled with discretion, and only individuals with a direct need-to-know role in the process will be involved. Retaliation against any individual who files a complaint in good faith will not be tolerated.

Documentation and Recordkeeping

The administrative office will maintain a confidential grievance file that includes the original complaint submission, investigation notes, interview summaries, final outcomes and resolutions, as well as documentation of follow-up actions and closure confirmation. All records will be retained in accordance with state regulations and accreditor retention policies.

Review and Appeal

If a party is not satisfied with the outcome, they may request a formal appeal within 10 business days of receiving the decision. The appeal will be reviewed by an impartial panel or external mediator as necessary. The panel assigned will be comprised of one faculty member, a member of the institution's grievance board, and a human resources representative. The review and appeal panel may be held in-person or virtually.

If the student still finds the resolution unsatisfactory after this step, they may escalate the matter further by contacting:

Policy Review

This policy shall be reviewed annually by the administrative board of IMU and updated as necessary to maintain compliance with state, federal, and industry regulations.

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

If, in the judgment of the student, there is no satisfactory resolution, the student may contact:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

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BEREAVEMENT POLICY

The Institute of Medical Ultrasound (IMU) recognizes that the loss of a loved one is a significant life event and is committed to supporting students during this time.

Students may be granted up to one (1) week of excused absence from didactic coursework and up to one (1) week of excused absence from clinical rotations due to bereavement. Students are responsible for notifying their instructor(s), Clinical Instructor, and/or Program Director as soon as possible.

Appropriate documentation (e.g., obituary, funeral program, or written verification) may be required to approve bereavement leave. All missed assignments, examinations, and clinical hours must be completed in accordance with institutional and course policies, as determined by the instructor and/or Clinical Coordinator.

Additional time beyond the approved bereavement period may be considered on a case-by-case basis and must be approved by the Program Director.

FAMILY EDUCATION RIGHTS AND PRIVACY POLICY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. These rights transfer from parents to students once they turn 18 or enroll in a postsecondary institution, such as the Institute of Medical Ultrasound .

Under FERPA, eligible students have the right to:

- Inspect and request corrections to their education records.
- Request a formal hearing if the school denies a correction.
- Provide written consent before records are released, except under permitted exceptions.

IMU notifies students of their FERPA rights through the Institutional Catalog.

For questions or to request a review of records, students may contact the Academic Enrollment Consultant or Program Director. Inquires regarding FERPA should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
From the Department of Education website at:
<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

INCLEMENT WEATHER POLICY

IMU prioritizes the safety of its students, faculty, and staff. In the event of inclement weather (such as severe storms, snow, ice, flooding, or other natural hazards), IMU may delay opening, as well as cancel classes and clinical rotations.

Notification Procedures

Students will be notified of schedule changes from IMU via email, text message, or phone call.

Inclement Weather Class and Clinical Attendance

- If IMU is closed due to inclement weather, all classes and clinical rotations are canceled.
- Instructors will provide make-up assignments or reschedule missed instructional time as required by program and accreditation standards.
- If the campus remains open, students are expected to attend classes and clinicals as scheduled; however, students who believe travel is unsafe should notify their instructor or Program Director as soon as possible. Absences must be communicated.

MINOR RESTRICTION POLICY

To ensure a safe, secure, and professional learning environment, individuals under the age of 18 are not permitted on campus or at any affiliated clinical site.

This policy applies to all classrooms, diagnostic labs, administrative offices, and clinical facilities. Students may not bring minors to any academic or clinical activity, including lectures, lab sessions, study time, or scheduled appointments.

Exceptions to this policy are not permitted unless explicitly authorized in advance by institutional administration for official purposes. If a minor is present on campus, both the guardian and minor will be asked to leave the premises. Failure to comply with this policy may result in disciplinary action.

DISCIPLINARY RULES

Students who violate the Disciplinary Rules or Student Conduct Policies are subject to one or more of the following penalties, and not in specific order based on the severity of the offense:

1. Warning- verbal or written
2. Probation
3. Suspension
4. Expulsion

All students will receive the Disciplinary Rules and Student Conduct regulations during orientation. Prospective students may request this information prior to orientation.

In all cases where it is practical and there is no immediate risk, penalties will not be imposed unless the following procedures are followed:

1. The student receives written notice of the charges.
2. A hearing is held before the Advisory Board, which includes faculty and administrative personnel.
3. During the hearing, the student may submit a written statement or present their case orally. The student is entitled to the assistance of a faculty or administrative representative.

The determination of the disciplinary panel is final.

Exceptions: If, in the judgment of school administration, continued attendance by a student poses a threat to the safety or well-being of the student or others, these procedures may be set aside, and immediate action may be taken.

Conduct, Probation, and Cause for Dismissal

The Institute reserves the right to dismiss any student at any time for the following reasons:

- Failing to meet academic or clinical performance standards
- Health or personal conditions that render the student unsuitable for the profession
- Disruptive behavior in the school or clinical site
- Cheating/submission of falsified documentation or any form of dishonest conduct

Course Retakes:

- Priority registration is given to new or continuing students over students retaking courses.
- Students who are suspended from the program are not eligible for re-entry without approval from the IMU Advisory Board.
- Students must undergo academic advising with the Program Director before retaking a course or re-entering the program.

Probation and Suspension:

- Students with a quarterly GPA below 2.5 will be placed on academic probation during the next quarter.
- Students who remain on probation and earn a GPA below 2.5 during that term will be suspended for one quarter.
- During the first quarter after academic suspension, students are placed on academic probation.

Additional Guidelines:

- Depending on the severity of the offense, a student may receive no more than two (2) disciplinary reports during enrollment in the program. A third disciplinary offense may constitute grounds for dismissal from the program.
- Any penalty imposed after a hearing will be noted in student records.
- Disciplinary actions taken without following proper procedures may be reviewed upon written request by the student.
- Students who refuse to comply with instructions regarding conduct or behavior may be asked to leave the premises immediately. Failure to comply may result in termination from the program.

INSURANCE

The Institute of Medical Ultrasound does not provide personal, medical, or property insurance for students. This includes coverage for loss or damage due to fire, theft, or vandalism of personal belongings. However, students are provided with professional liability insurance during the clinical portion of their program. This coverage protects students while they are engaged in hands-on training and patient care as part of their educational experience.

RULES AND REGULATIONS

Sexual Harassment

The Institute of Medical Ultrasound (IMU) maintains a strict policy prohibiting sexual harassment or harassment based on age, race, religion, disability, national origin, color, marital status, sexual orientation, or any other protected class. Such conduct by employees, students, or any other individuals affiliated with the Institute will not be tolerated in the classroom, clinical sites, or workplace.

IMU is committed to providing a safe, respectful, and professional work-study environment where all employees and students are treated with dignity. Violations of this policy may result in severe disciplinary action, including termination, and may also involve legal proceedings. Decisions regarding violations of this policy are not subject to review by the Academic Affairs Committee.

Definition

Sexual harassment broadly includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment can occur in two primary forms:

1. Quid Pro Quo Harassment

Submission to such conduct, either explicitly or implicitly, is made a condition of academic, employment, or professional decisions. Acceptance or rejection of such conduct is used as a basis for decisions affecting the individual.

2. Hostile Work/Study Environment

Conduct that unreasonably interferes with an individual's work, study, or professional performance. Creates an intimidating, hostile, or offensive environment, regardless of the harasser's intent. Examples of sexual harassment include, but are not limited to:

- Physical contact or unwanted touching, as well as verbal comments, jokes, or gestures of a sexual nature
- Suggestive or obscene letters, notes, or communications
- Display of sexually suggestive objects, photographs, cartoons, or posters
- Threats or reprisals for refusal to submit to sexual advances, such as withholding assignments or issuing unsatisfactory evaluations
- Blocking movement or interfering physically with normal work or academic activities

Reporting and Procedure

1. Immediate Reporting: All incidents of sexual harassment must be reported immediately to the Program Director, who will then notify the Campus Director and SIBG Risk Management Division.
2. Investigation: The Campus Director will appoint SIBG Risk Management Division to conduct a prompt, confidential investigation in accordance with applicable laws.
3. Instructor Responsibility: Instructors receiving complaints must immediately report them to the Program Director, who will escalate to the Campus Director in strict confidence.
4. Disciplinary Action: If the investigation confirms the harassment, disciplinary action—including termination from the program—will be taken promptly.

False Complaints: If a complaint is found to be intentionally false or malicious, disciplinary action may be taken against the individual who filed the complaint.

Protection Against Retaliation: Students and employees will not be subjected to retaliation during or after the investigation. Any retaliatory behavior should be immediately reported to the Campus Director, and appropriate action will be taken.

PRIVACY POLICY

The Institute of Medical Ultrasound (IMU) respects the privacy of our students, staff, applicants, and visitors. This Privacy Policy outlines how we collect, use, disclose, and protect personal information.

1. Information We Collect

Personal Information:

Name, address, phone number, email addresses
Social Security Number or other identification numbers
Date of birth
Educational records
Financial aid and payment information

Sensitive Information:

Medical or disability information (if provided)
Background check or criminal history information

2. How We Use Your Information

Your information is used for purposes including:

- Admissions, enrollment, and academic services
- Financial aid processing and tuition management
- Regulatory and accreditation compliance
- Employment administration (staff and faculty)
- Internal analytics and reporting
- Improving our website and services
- Ensuring safety and institutional integrity

3. How We Share Your Information

IMU **does not sell personal information**. We may share data with:

- Accrediting bodies (e.g., ABHES)
- Federal and state education departments
- Financial aid partners (e.g., FAFSA, loan servicers)
- Third-party service providers (e.g., student portals, background check services)
- Legal authorities, when required by law

4. Your Rights

You have the right to:

- Access your personal information
- Request corrections or deletion of data
- Object to or restrict certain processing
- File a complaint with a data protection authority

Requests can be submitted via IMU's secure grievance/complaint link under Risk Management on the SIBG website(www.GetSIBG.com).

5. Data Security

IMU implements physical, electronic, and administrative safeguards to protect your information from unauthorized access, use, or disclosure.

6. FERPA Compliance

IMU complies with the Family Educational Rights and Privacy Act (FERPA). Students have the right to inspect and request corrections to their education records. Student records will not be released without consent, except as permitted under FERPA.

For questions regarding this policy, please contact:

Program Director

Institute of Medical Ultrasound

229 Peachtree Street NE, Suite 700

Atlanta, Georgia 30303

Phone: 470-827-3235

EXTENUATING CIRCUMSTANCES POLICY

IMU recognizes that students may occasionally experience unforeseen and significant circumstances beyond their reasonable control that may temporarily affect their ability to meet academic, attendance, clinical, or other program requirements. IMU provides a process for consideration of such circumstances while maintaining the academic and clinical standards necessary for successful completion of the Diagnostic Medical Sonography program.

Extenuating Circumstances

For purposes of this policy, an extenuating circumstance is an unexpected and significant event that is beyond the student's reasonable control and substantially interferes with the student's ability to participate in the educational program or satisfy an established academic or clinical requirement.

Examples may include, but are not limited to, serious illness or injury, hospitalization, death or serious illness of an immediate family member, significant accident, natural disaster, or another documented emergency of comparable significance.

Circumstances that are foreseeable, routine, or reasonably within the student's control generally will not qualify. Examples may include vacations, employment obligations, personal scheduling conflicts, failure to make appropriate transportation arrangements, or other avoidable conflicts.

Request for Consideration

Students experiencing an extenuating circumstance are expected to notify the Program Director as soon as reasonably possible for leave of absence (LOA).

A student requesting consideration under this policy may be required to submit appropriate documentation verifying the circumstance and the period affected. IMU may determine the type of documentation reasonably necessary to evaluate the request.

Requests will be reviewed on an individual, case-by-case basis. Consideration will be based on the nature and severity of the circumstance, the timing and duration of the event, supporting documentation, the student's notification of IMU, and the academic or clinical requirements affected.

Academic and Clinical Requirements

Approval under this policy does not automatically excuse an absence, alter a grade, waive a

course or clinical requirement, reduce required clinical hours, or guarantee an extension of the student's expected program completion date.

When appropriate and when permitted by applicable institutional, programmatic, regulatory, accreditation, and clinical-site requirements, IMU may provide a reasonable opportunity for the student to complete missed academic or clinical requirements. Such consideration may include an examination or assignment make-up, an approved deadline extension, clinical make-up time, remediation, or another appropriate academic resolution.

Students remain responsible for completing all required coursework, clinical education, competencies, examinations, attendance requirements, and other requirements necessary for successful completion of the program and graduation.

Clinical make-up opportunities are subject to clinical-site availability, program scheduling, patient volume, faculty and clinical instructor availability, clinical-site policies, competency requirements, and other applicable program requirements. IMU cannot guarantee the availability of a particular clinical site, schedule, or make-up opportunity.

Any consideration granted under this policy must preserve the integrity of the curriculum and the program's established requirements for successful completion.

Documentation and Verification

Students are responsible for providing truthful and accurate information in connection with an extenuating circumstances request. IMU reserves the right to verify documentation when reasonably necessary.

Submission of false, altered, fraudulent, or misleading documentation may result in disciplinary action under applicable IMU policies, including the Student Conduct /Academic Integrity policies.

Decision and Appeal

IMU will communicate the determination regarding an extenuating circumstances request to the student. When a request is denied, the student may utilize the applicable IMU grievance or appeal process as outlined in the Student Catalog and/or Student Handbook.

Voluntary Withdrawal

If a student voluntarily requests a withdraw from the program for reasons that do not constitute an extenuating circumstance, the student will be required to remain out of the program for one year or until the beginning of the next financial aid year. Re-entry is subject to program availability and all applicable readmission requirements

TRANSFER OF CREDITS POLICY

The Institute of Medical Ultrasound (IMU) does not accept transfer credits from other institutions toward completion of its Diagnostic Medical Sonography program.

All students are required to complete the curriculum and academic and clinical requirements established by IMU, regardless of prior college, university, vocational, technical, or other postsecondary education. Prior coursework, degrees, certificates, training, or professional experience will not be used to satisfy or waive IMU course, clinical, competency, or graduation requirements.

This policy applies consistently to all students and is administered in accordance with applicable institutional, regulatory, and accreditation requirements.

ADA COMPLIANCE & DISABILITY ACCOMMODATION POLICY

Institute of Medical Ultrasound (IMU) 229 Peachtree St., Suite 700 Atlanta, Georgia 30303
Phone: 404-881-1916 ADA/Disability Services Contact: Dr. Richard Boone Director of Student Success and Professional Development Email: rboone@imu.edu Phone: 404-881-1916

Purpose and Commitment

The Institute of Medical Ultrasound (IMU) is committed to providing an educational environment that is accessible to qualified individuals with disabilities and to complying with the Americans with Disabilities Act of 1990 (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, where applicable, and all other applicable federal and state laws and regulations concerning individuals with disabilities. IMU does not discriminate against qualified individuals on the basis of disability in admission, access to educational programs and activities, academic services, or other institutional activities.

IMU is committed to providing reasonable accommodations to qualified students with disabilities when such accommodations are necessary to provide equal access to IMU's educational programs and services.

This policy is intended to establish a clear process for requesting, evaluating, implementing, and reviewing reasonable accommodations for qualified students with disabilities.

Scope

This policy applies to qualified students with disabilities who participate in or seek access to IMU's educational programs, services, activities, facilities, and clinical education experiences. IMU's primary educational offering is its Diagnostic Medical Sonography Program, with concentrations in:

- Obstetrics/Gynecology (OB/GYN)
- Abdomen-Extended
- Cardiac

Because the Diagnostic Medical Sonography Program includes classroom instruction, laboratory instruction, hands-on skills development, and clinical education, accommodation requests will be evaluated in relation to the specific requirements and essential functions of the student's program and clinical education experience.

Definition of Disability

For purposes of this policy, a disability generally means a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment, consistent with applicable federal law. A student seeking an accommodation must be a qualified individual who meets the essential eligibility requirements of the applicable educational program, with or without reasonable accommodation.

Reasonable Accommodations

IMU will consider reasonable accommodations on an individualized, case-by-case basis. Depending upon the nature of the disability and the student's documented needs, reasonable accommodations may include, but are not limited to:

- Extended time for examinations or quizzes
- Testing in a reduced-distraction or otherwise appropriate environment
- Alternative methods of demonstrating knowledge when appropriate
- Accessible instructional materials
- Preferential or modified seating
- Note-taking assistance or appropriate note-taking technology
- Assistive technology
- Screen-reading or magnification technology
- Speech-to-text or text-to-speech technology
- Captioning or transcription services when appropriate
- Sign-language interpreting services when necessary for effective communication
- Reasonable modifications to policies, practices, or procedures
- Breaks during extended instructional or testing activities when supported by the student's documented needs
- Other reasonable auxiliary aids or services determined appropriate through the accommodation process.

The examples above are not intended to constitute an exhaustive list. The accommodation provided will be based upon the student's individual circumstances, the nature of the disability, supporting documentation when appropriate, and the requirements of the student's educational program.

Requesting an Accommodation

Students who believe they require an accommodation should contact:

Dr. Richard Boone
Director of Student Success and Professional Development
Institute of Medical Ultrasound
229 Peachtree St., Suite 700
Atlanta, GA 30303
Phone: 404-881-1916
Email: rboone@imu.edu

Students are encouraged to submit accommodation requests as early as reasonably possible before the accommodation is needed. Early notice allows IMU adequate time to evaluate the request and, when appropriate, arrange auxiliary aids, services, or other accommodations. Requests may be made verbally or in writing; however, IMU may request that the student provide sufficient information in writing to facilitate the accommodation process. Students are not required to use specific legal terminology when requesting an accommodation. A student who communicates that a disability is affecting their ability to access or participate in an IMU educational program or activity will be directed to the appropriate accommodation process.

Documentation and Evaluation

When the existence of a disability or the need for a particular accommodation is not readily apparent, IMU may request reasonable documentation from an appropriately qualified professional to assist in determining the student's functional limitations and accommodation needs.

Documentation may include, when appropriate:

- A statement identifying the disability or impairment
- A description of the functional limitations relevant to the student's educational activities
- Recommendations regarding appropriate accommodations
- Relevant medical, psychological, educational, or other professional documentation. IMU will consider documentation on an individualized basis and will not require unnecessary or excessive information.

The purpose of documentation is to assist IMU in understanding the student's functional limitations and determining appropriate reasonable accommodations. Documentation will not be used to exclude a qualified student from an educational program solely because the student has a disability.

Interactive Accommodation Process

After receiving an accommodation request, IMU will engage in an individualized process with the student to determine:

1. Whether the student is a qualified individual with a disability
2. The functional limitations relevant to the requested accommodation
3. The accommodation or accommodations that may provide equal access
4. Whether the requested accommodation is reasonable
5. Whether an alternative accommodation may provide equally effective access
6. How the accommodation can be implemented within the student's educational and, when applicable, clinical environment.

IMU encourages students to participate actively in this process and to communicate with IMU regarding the effectiveness of an accommodation.

An accommodation may be modified when circumstances, the student's documented needs, or the educational environment change.

Essential Academic and Program Requirements

IMU is committed to providing reasonable accommodations while maintaining the essential academic and technical requirements of its educational programs.

A reasonable accommodation does not require IMU to:

- Eliminate an essential academic or technical requirement
- Lower or substantially modify essential academic standards
- Fundamentally alter the nature of an educational program
- Provide an accommodation that would result in an undue hardship
- Provide an accommodation that would pose a direct threat to the health or safety of others that cannot be eliminated or sufficiently mitigated through reasonable accommodation.

For the Diagnostic Medical Sonography Program, certain educational and clinical activities require students to demonstrate essential knowledge, skills, judgment, communication, and technical abilities necessary to safely and effectively perform the functions associated with the profession.

IMU will evaluate accommodation requests individually and will consider whether an accommodation allows the student to meet essential program requirements without fundamentally altering the program.

Clinical Education Accommodations

Because the Diagnostic Medical Sonography Program includes clinical education and clinical placement experiences, students requesting accommodations for clinical activities should notify IMU as early as possible.

IMU will evaluate reasonable accommodations in the context of the student's clinical education requirements and, when appropriate, coordinate with the applicable clinical education site. Any

accommodation implemented in a clinical setting must maintain applicable patient safety requirements, professional standards, clinical competencies, and essential program requirements.

IMU will work with the student and applicable clinical site, as appropriate, to identify reasonable accommodations that provide equal access while maintaining legitimate clinical and patient-safety requirements.

Effective Communication

IMU will take appropriate steps to ensure effective communication with students who have disabilities affecting hearing, vision, speech, or other communication functions. When necessary, IMU will consider appropriate auxiliary aids and services based upon the nature, duration, complexity, and context of the communication and the student's individual needs.

Potential auxiliary aids or services may include, when appropriate:

- Qualified sign-language interpreters
- Captioning
- Accessible electronic or printed materials
- Assistive listening technology
- Communication devices
- Alternative formats
- Other appropriate means of effective communication.

IMU will consult with the individual, when appropriate, to determine an effective method of communication.

Accessibility of Facilities

IMU's campus is located at:
229 Peachtree St.
Suite 700
Atlanta, Georgia 30303

The IMU facility is located on the seventh floor and provides accessibility features including:

- Accessible building entrance
- Accessible parking
- Elevator access to the seventh floor
- Accessible restroom facilities
- Wheelchair-accessible areas within the campus.

IMU will continue to evaluate its facilities and practices to identify and address accessibility barriers consistent with applicable law.

Confidentiality

Information concerning a student's disability and accommodation request will be handled appropriately and maintained with respect for the student's privacy.

Disability-related information will be shared only with individuals who have a legitimate need to know the information necessary to facilitate or implement an approved accommodation, or as otherwise required or permitted by law.

Faculty, staff, clinical personnel, or other individuals responsible for implementing an accommodation will generally receive only the information necessary to implement the approved accommodation rather than unnecessary details concerning the student's diagnosis or medical history.

No Retaliation

IMU prohibits retaliation against any individual who:

- Requests an accommodation
- Receives an accommodation
- Raises a concern regarding accessibility or disability discrimination
- Files or participates in a disability-related complaint
- Otherwise exercises rights protected by applicable disability laws.

Students should promptly report concerns regarding retaliation or discrimination to the ADA/Disability Services Contact identified in this policy.

ADA Grievance and Complaint Procedure

A student who believes that they have been denied reasonable access, discriminated against on the basis of disability, or otherwise believes that IMU has not appropriately addressed an accommodation request should file the grievance at www.GetSIBG.com or contact:

Stephan Scott
Scott Insurance & Benefits Group(SIBG)
12543 Veterans Memorial Hwy
Douglasville, GA 30135
678-633-0177
sscott@GetSIBG.com

SIBG will review disability-related complaints in a timely and appropriate manner and will provide an opportunity for the concern to be evaluated and addressed. Students may also have the right to pursue complaints through applicable federal or state agencies, including the United States Department of Justice or other appropriate governmental agencies.

Policy Administration and Review

The Director of Student Success and Professional Development is responsible for administering this policy and coordinating disability accommodation requests at IMU. IMU will periodically review this policy and its accessibility practices to ensure continued compliance with applicable federal and state requirements and to identify opportunities for improvement.

Commitment to Equal Access

IMU is committed to providing qualified individuals with disabilities an equal opportunity to participate in and benefit from its educational programs and services. Questions concerning this policy, accessibility, or requests for reasonable accommodations should be directed to:

Dr. Richard Boone
Director of Student Success and Professional Development
Institute of Medical Ultrasound
229 Peachtree St., Suite 700
Atlanta, GA 30303
Phone: 404-881-1916
Email: rboone@imu.edu

Institute of Medical Ultrasound is committed to maintaining an educational environment that promotes equal access, respects the rights and dignity of individuals with disabilities, and complies with applicable disability laws and regulations.

CLOSING MESSAGE

The Institute of Medical Ultrasound (IMU) is proud to provide an educational experience that combines excellence in instruction, practical skills development, and professional growth. This catalog has been designed to provide you with the essential information, policies, and resources needed to navigate your journey at IMU successfully.

As a student, your commitment, effort, and engagement are key to realizing your full potential. We encourage you to take advantage of every opportunity, embrace the challenges, and pursue your studies with determination and curiosity. The knowledge and skills you gain here will serve as the foundation for a rewarding career in the healthcare field.

IMU remains dedicated to supporting you every step of the way—through innovative education, personalized guidance, and a nurturing learning environment. Your success is our mission, and we are confident that with dedication and perseverance, you will achieve your goals. Welcome to IMU—where your future in medical ultrasound begins, and your opportunities are limitless.

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