



Catalog

"A CAREER FOR ANYWHERE YOU WANT TO GO"

Cardiac & Vascular Institute of Ultrasound

CATALOG 2023-2025

**Cardiac & Vascular Institute of Ultrasound
2936 North McVay Drive
Mobile, AL 36606
(251) 433-1600 • (800) 675-2928
admissions@ultrasound.edu
www.ultrasound.edu**

Table of Contents

Topic	Page
Description of CVIU	3
History	3
Ownership	3
Accreditation/Licensure/Membership	4
School Facility	4
Mission and Objectives	5
Curriculum	5
Faculty and Staff	19
Advisory Board	20
Entrance Requirements	20
Required Technical Standards	21
Application Process	22
Selection Process	22
Registration	23
Tuition	23
Payment Plans	23
Disclosures	24
Return of Title IV Funds Policy	25
Institutional Refund Policy	25
Certificate of Completion	27
Length and Term of Programs	27
Leave of Absence	28
Registry	28
Student Academic Progress	29
Course Selection	30
Daily Schedule	30
Attendance Policies	30
Tardiness	31
Maximum Timeframe	31
Completion of each Quarter Increment	31
Grade Increments and Reports	32
Grading Scale	32
Cumulative Grade Point Average (GPA)	32
Special Courses and Conditions	33
Clinical Performance	33
Academic Probation	34
Dismissal	34
Appeals	35
Grievance Procedure	35
Assessment	37
Student Handbook	37
Clinical Affiliates	37
Non-Discrimination Policy	37
Advanced Placement and/or Credit	38
Student Services	38
Transfer of Credits	39
Veteran Affairs Students	39
Holidays	39
Academic Calendar	39

Description of CVIU

The Cardiac and Vascular Institute of Ultrasound (CVIU) – located in beautiful Mobile, Alabama – is dedicated to providing students with an in depth highly specialized education in cardiac and vascular ultrasound. As the first non-combined cardiac and vascular oriented program in the country, the school emphasizes specialization, rather than generalization. Specialization in either cardiac or vascular ultrasound produces a more qualified and a more employable ultrasound sonographer. Small classes, instructors that love teaching, and a school curriculum that emphasizes immediate practical application of course work creates an extremely rewarding learning experience.

The traditional classroom setting, scanning labs, and clinical externships are the primary means utilized to deliver each students ultrasound training. Clinical hours are gained in a variety of medical settings including hospitals, physician offices, and medical clinics. Instructional and clinical training are typically scheduled for Monday through Friday 8:30 a.m. to 5:00 p.m. for academic classes and 8:00 a.m. to 4:30 p.m. for your clinical application sites.

History

In 2004, Dr. Thomas R. Hopper and Melanie Hopper founded the Cardiac and Vascular Institute of Ultrasound, Inc. The school has continuously sought to improve its cardiac and vascular ultrasound programs and has attracted some of the most highly trained and dedicated sonographers and instructors in the southeast.

Ownership

The Cardiac and Vascular Institute of Ultrasound, Inc. is a corporation committed to training and preparing students for a career in medical ultrasound sonography. The Cardiac and Vascular Institute of Ultrasound, Inc. was formed in July 2004 by the provisions of Section 10-2B-4.02, Code of Alabama 1975.

President/Co-owner: Thomas R. Hopper, Ph.D.

Treasurer/Co-owner: Melanie Hopper, BS, RDMS, RDCS, RVT, CRAT

Accreditation/Licensure/Memberships

CVIU is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) which is recognized by U.S. Department of Education.

Accrediting Bureau of Health Education Schools
Institutional Accreditation, Non-degree
7777 Leesburg Pike, Suite 314 N • Falls Church, VA 22043
Phone: 703-917-9503 • Fax: 703-917-4109 • www.abhes.org

CVIU's cardiac and vascular one-year programs are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350 • www.caahep.org

CVIU graduates are eligible to apply for the registry with one or both of the two registry associations:

Cardiovascular Credentialing International (CCI)
American Registry for Diagnostic Medical Sonography (ARDMS)

CVIU is licensed by The Private School Licensure Division of the Alabama Community College System (04-1233-19).

School Facility

The Cardiac and Vascular Institute of Ultrasound (CVIU) is located in Mobile, Alabama. The school occupies a two-story building (approximately 5800 square feet) at 2936 North McVay Drive in Mobile, Alabama. Students park in a paved parking lot that can accommodate over 35 automobiles and parking for physically challenged students is available. All academic and scanning classes are held at this facility. Clinical training is conducted at over twenty hospitals and physicians' offices in the region. For clinical assignments students may expect to drive to sites within a 75-mile radius from the student's place of residence.

For educational purposes, the school facility consists of four classrooms, five scanning labs, a student library, a student lounge, a multimedia area, and seven ultrasound machines. The business office, admissions, and all faculty and staff offices are located at the school site.

Mission and Objectives

Our mission is to provide excellent educational opportunities, resources, and clinical experiences to meet the requirements of all students pursuing a career and certification in cardiovascular ultrasound diagnostics. CVIU sets high academic standards for its students and ensures students have a thorough understanding of the ultrasound principles, technology, and competency skills needed to confidently pursue a career in cardiovascular ultrasound. The didactic components are integrated with the practical application of ultrasound sonography through scanning labs and on-site application of the knowledge and competencies learned in the classroom. Any student completing any CVIU program will possess complete confidence in pursuing a career in cardiac and/or vascular ultrasound sonography.

The goals of our faculty, staff, and clinical supervisors is to prepare competent entry-level cardiovascular technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography and to prepare competent entry-level cardiovascular technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for non-invasive vascular Study. CVIU strives, first, to thoroughly train sonographers for entry-level positions, and second, to prepare students to successfully complete the Registry (certification) with either the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

To ensure fulfillment of our mission and goals CVIU strives to meet the following general objectives:

70% retention	70% credentialing passing rate
70% placement rate	80% graduates attempt credentialing exam
80% employer satisfaction	80% student satisfaction rate
80% graduate satisfaction	

To verify if these objectives are realized evaluations and surveys are given to students, graduates, clinical supervisors, and employers. The results are compiled and analyzed to determine appropriate curriculum and policy adjustments.

Curriculum

CVIU's curriculum was designed and developed on the input and experiences of accomplished ultrasound practitioners, physicians, and educators. The goal is to integrate resources, knowledge, and practical skills to prepare students for a career in cardiovascular ultrasound. The CVIU faculty and staff are committed to updating and improving the curriculum

to ensure a positive outcome for CVIU graduates. Assessment of CVIU's Ultrasound Programs is based on evaluations of four different areas of development: 1) content, 2) student and teacher performance, 3) clinical performance, and 4) employment. The feedback we receive will always be utilized to effectively develop the course content, teaching methods, and school structure to better prepare CVIU students for careers in cardiovascular ultrasound.

The faculty and staff of CVIU are strongly committed to producing cardiac and vascular sonographers thoroughly trained for entry level positions in medical ultrasound diagnostics, and secondly, the students are prepared to pass the Registry (certification). Students receive rigorous instruction and personalized attention in learning anatomy, medical terminology, hemodynamics principles, pathology, ultrasound physics, scanning, and essential career skills.

CVIU offers a Cardiac Ultrasound Program (one-year) and a Vascular Ultrasound Program (one-year). Both are designed to train students for an entry level position in one modality. In addition to a student's core courses in cardiac and/or vascular ultrasound they must take one course in Ultrasound Physics. The Cardiac and Vascular Program (two-years) is designed to train students in both cardiac and vascular ultrasound for employment in dual labs and contract services.

For those that are primarily interested in cardiac ultrasound but want to be more attractive for employment with cardiology clinics or groups, CVIU offers the Cardiovascular Ultrasound Program (18 months). The first year is the same curriculum as the one-year cardiac program and the remaining six months in vascular is the same as the first two quarters of the one-year vascular program. A student enrolled in the Cardiovascular Program will receive the full training for cardiac ultrasound and the fundamental vascular protocols performed by cardiologists.

CVIU employs three different teaching strategies to deliver the content of the courses offered: 1) knowledge-based learning, 2) practical application, and 3) work related learning. Instructional methods for implementing *knowledge-based learning* include lectures, films, comprehensive review of content and academic assignments. The *practical application* of scanning skills is presented through scanning lab and learning the necessary competency skills for ultrasound sonography. The *work-related* segment comes from performing as an ultrasound sonographer in a hospital and/or physician's office. Academic progress is measured by quizzes, tests, written assignments, attendance, and competency skills.

All programs are residential and are offered Monday through Friday 8:00 a.m. until 5:00 p.m. Upon completion of each program graduates will receive a Certificate for Ultrasound Sonography.

Cardiac Program

This program prepares the student to perform quality, diagnostic echocardiograms that can be interpreted by the reading cardiologist. Graduating students ascertain an in-depth understanding of anatomy, medical terminology, hemodynamics, color Doppler, and pathophysiology presented by a registered Cardiac sonographer. Students learn the school's very general protocol that enables them to adapt to different clinic's protocol according to the interpreting cardiologist's specification. Professionalism and medical ethics begin at CVIU and is emphasized throughout the programs to promote excellent patient care and safety.

Program Length: One Year (36 hours per week for 48 weeks). Total clock hours: 1728

Cardiac Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
ECHO 101	Adult Echo Prin. and Technology	1st	186
ECHO 102	Adult Echo Scan Lab	1st	210
PC 101	Patient Care	1st	36
ECHO 201	Adult Echo Clinical Application	2nd	432
ECHO 301	Adult Echo Advanced Studies	3rd	184
ECHO 302	Adult Echo Advanced Scan Lab	3rd	176
ECHO 303	Adult Echo Clinical Internship	3rd	48
PHY 101	Ultrasound Physics	3rd	24
ECHO 202	Adult Echo Clinical Application	4th	432
	TOTAL		1728

Vascular Program

The Vascular Program is designed to prepare the student to perform diagnostic quality vascular ultrasound examinations that include, but not limited to, cerebrovascular, peripheral venous and arterial, splanchnic and renovascular circulation. The student will understand the anatomy, physiology, pathophysiology, and theory of the vasculature of the human body as well as provide accurate technical impressions to the interpreting physician. The student learns to work effectively with other allied health care professionals, patients, and families to promote patient safety and an accurate diagnosis.

Program Length: One Year (36 hours per week for 48 weeks). Total clock hours: 1728

Vascular Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
VAS 101	Vascular Principles and Technology	1st	192
VAS 102	Vascular Ultrasound Scan Lab	1st	204
PC 101	Patient Care	1st	36
VAS 201	Vascular Clinical Application	2nd	432
VAS 301	Vascular Advanced Studies	3rd	186
VAS 302	Vascular Advanced Scan Lab	3rd	174
VAS 303	Vascular Clinical Internship	3rd	48
PHY 101	Ultrasound Physics	3rd	24
VAS 202	Vascular Clinical Application	4th	432
	TOTAL		1728

Cardiac and Vascular Program (two-years)

The first year of the program you are allowed to take either the cardiac courses or the vascular courses. You are required to take the Physics course in your first year. The second year you take the courses in the other modality, i.e., cardiac, or vascular. The Cardiac and Vascular Program is offered to train students who are interested in being employed in hospitals with a dual lab or by a mobile service.

Program Length: Two Years (36 hours per week for 96 weeks). Total clock hours: 3456

Cardiac and Vascular Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
ECHO 101	Adult Echo Prin. and Technology	1st	186
ECHO 102	Adult Echo Scan Lab	1st	210
PC 101	Patient Care	1st	36
ECHO 201	Adult Echo Clinical Application	2nd	432
ECHO 301	Adult Echo Advanced Studies	3rd	184
ECHO 302	Adult Echo Advanced Scan Lab	3rd	176
ECHO 303	Adult Echo Clinical Internship	3rd	48
PHY 101	Ultrasound Physics	3rd	24
ECHO 202	Adult Echo Clinical Application	4th	432
VAS 101	Vascular Prin. and Technology	5th	192
VAS 102	Vascular Scan Lab	5th	204
EV 302	Echo or Vascular Registry Review	5th	60
VAS 201	Vascular Clinical Application	6th	432
VAS 301	Vascular Advanced Studies	7th	186
VAS 302	Vascular Advanced Scan Lab	7th	174
VAS 303	Vascular Clinical Internship	7th	48
VAS 202	Vascular Clinical Application	8th	432
	TOTAL		3456

Cardiovascular Program (18 months)

The Cardiovascular Program is offered to train students who are interested in majoring in cardiac ultrasound with a minor in vascular ultrasound. Today's cardiologists also perform some vascular studies; therefore, being able to perform the basic vascular exams makes you more attractive to cardiology groups and clinics.

The first year of the program focuses on patient care, medical terminology, and cardiac training. The last two quarters are devoted to vascular didactic, scan lab training, clinical externship, and preparing for the certification exams, the registry. The student is required to take the registry with ARDMS in cardiac in the 4th quarter of the cardiac program. Upon completion of cardiovascular program, the student will be eligible to apply to take the vascular registry if he or she is registered with ARDMS in cardiac.

Program Length: 18 months (36 hours per week for 72 weeks). Total clock hours: 2592

Cardiovascular Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
ECHO 101	Adult Echo Prin. and Technology	1st	186
ECHO 102	Adult Echo Scan Lab	1st	210
PC 101	Patient Care	1st	36
ECHO 201	Adult Echo Clinical Application	2nd	432
ECHO 301	Adult Echo Advanced Studies	3rd	184
ECHO 302	Adult Echo Advanced Scan Lab	3rd	176
ECHO 303	Adult Echo Clinical Internship	3rd	48
PHY 101	Ultrasound Physics	3rd	24
ECHO 202	Adult Echo Clinical Application	4th	432
VAS 101	Vascular Prin. and Technology	5th	192
VAS 102	Vascular Scan Lab	5th	204
EV 302	Echo and Vascular Registry Review	5th	36
VAS 201	Vascular Clinical Application	6th	432
	TOTAL		2592

Course Descriptions

ECHO 101 Adult Echocardiography Principles and Technology (didactic)

Course Description: Adult Echocardiography is a comprehensive in-depth course that includes three months of didactics intended to prepare the student for a thorough understanding and conceptualization of adult echo cardiac ultrasound and to prepare the student for the registry exam. The course will cover all aspects of modern echocardiography using methods of classroom lectures, online research assignments, research papers, interactive visual and audio assignments, and hands on training. Anatomy, medical terminology, pharmacology, and EKG interpretation are integrated into the course for a thorough holistic understanding of the human cardiovascular system. In addition, the course also includes sections addressing communication skills and medical law and ethics to enhance the student's patient care skills and career advancement.

Course Objective: The student after completion of this course will have a comprehensive understanding of the cardiac cycle, cardiac anatomy, and physiology, demonstrate the standard 2-D views, M-mode measurements, Doppler measurements, identify common pathology, and perform an echo following the school's protocol using pulsed wave, continuous wave, and color flow Doppler.

Clock Hours: 186 Didactic Hours • *Program Delivery:* Residential

ECHO 102 Adult Echocardiography (scanning lab)

Course Description: Adult echocardiography scanning lab integrates the 3-month didactic course into the application of echo cardiac ultrasound. The course gives the student hands-on-scanning to insure the development of their scanning abilities and the appropriate use of protocol. Grades are determined by weekly quizzes and competency skills checklists.

Course Objective: To complete the scanning lab the student must be able to complete an entire study on their own in a limited amount of time. A student will have a thorough understanding of the cardiac cycle, cardiac anatomy, hemodynamics, and the ability to demonstrate the standard 2-D views, M-mode as well as real time measurements, Doppler calculations, and pathology. The school will provide models for the final scanning competency test to determine their scanning ability before entering into the clinics.

Clock Hours: 210 Scan Lab Hours • *Program Delivery:* Residential

ECHO 201/202 Adult Echocardiography Clinical Application

Course Description: Adult Echocardiography Clinical Application consists of two academic quarters of observation and scanning at different hospitals and physician's offices. Clinical sites are located within a 75-mile radius of the school. A clinical rotation will consist of 6 weeks and the student will have two rotations each quarter. Students will enroll in three quarters of Echocardiography Clinical Application. Each quarter the student will be evaluated and graded based on their performance. A minimum of 800 cases will be observed and/or assisted under the supervision of an experienced sonographer. Students receive on-going evaluation by demonstrating to instructors and supervisors that they are retaining and improving their competency skills for ultrasound sonography. Each student in his/her senior quarter will have competencies reassessed to insure they have maintained their skills for employability.

Course Objective: After completion of their clinical rotation the students will be able to perform an echo exam with a thorough understanding of hemodynamics, physiology, m-mode, color, spectral and 2-D imaging. Because each hospital lab adheres to different protocols, the echocardiography student will learn various scanning protocols and techniques with their clinical exposure. The protocols the students will learn include adult echo, pediatric echo, TEE, and stress echoes. The students will gain independence, confidence and enhance their scanning abilities because they are trained by some of the most capable technologists in the medical ultrasound field.

ECHO 201 *Clock Hours:* 432 Clinical Hours • ECHO 202 *Clock Hours:* 432 Clinical Hours •

Program Delivery: Residential

ECHO 301 Adult Echocardiography Advanced Studies

Course Description: The course will cover all aspects of current cardiac principles using methods of self-study, online research assignments, research papers, interactive DVDs, clinical field trips, case presentations, and scanning application. Topics are intended to give students a more in-depth understanding of the cardiac ultrasound modality and to prepare them for the Registry.

Course Objective: After completion of this course, students will:

1. Possess a more in-depth understanding of all cardiac ultrasound principles and technology.
2. Perform a more accurate and explicit ultrasound scan.
3. Provide a more thorough interpretation of the scan.

4. Be able to make professional and articulate presentations to colleagues concerning diagnostic cases and cardiac ultrasound topics.
5. Be confident that they can pass the registry immediately after graduation.

Clock Hours: 184 Didactic Hours • *Program Delivery:* Residential

ECHO 302 Adult Echocardiography Advanced Scan Lab

Course Description: Adult echocardiography advanced scanning lab integrates the 3-month didactic course into the application of echo cardiac ultrasound. The course gives the student hands-on-scanning to insure the development of their scanning abilities and the appropriate use of protocol. Grades are determined by weekly quizzes and competency skills checklists.

Course Objective: To complete the scanning lab the student must be able to complete an entire study on their own in a limited amount of time. A student will have a thorough understanding of the cardiac cycle, cardiac anatomy, hemodynamics, and the ability to demonstrate the standard 2-D views, M-mode as well as real time measurements, Doppler calculations, pathology, and stress echocardiography.

Clock Hours: 176 Scan Lab Hours • *Program Delivery:* Residential

ECHO 303 Adult Echo Clinical Internship

Course Description: The Adult Echo Clinical Internship course consists of performing practical clinical tasks and procedures, observation, and scanning of actual patients that have been referred to CVIU by local physicians' offices. The exams are performed as community service for those patients without healthcare insurance. This internship will include all aspects of the clinical experience. Students will perform exams and receive clinical training for 4 hours each Thursday in the 3rd quarter of their cardiac ultrasound program. Each student is required to perform at least 1 complete echocardiogram for evaluation by the instructor within the quarter term. Each study will be evaluated and graded based on their performance. Each student will also assist with studies performed by their classmates. These studies will be reviewed as a learning tool for the entire class.

Course Objective: Students are evaluated to ensure each student proficiently demonstrates entry level competencies. After completion of their Clinical Internship rotation the students will be able to perform an echo exam with a thorough understanding of hemodynamics, physiology, m-mode, color, spectral and 2-D imaging. Because specific indications require slight alteration to the protocol, the student will learn various scanning protocols and techniques with their clinical exposure. In addition to performing the exam, the students will

also be required to prepare preliminary reports and fulfill other tasks and procedures necessary for entry level clinical training. The students will gain confidence and enhance their scanning abilities because they are monitored directly by the faculty & staff while performing all clinical competencies, tasks, and procedures.

Clock Hours: 48 Scan Lab Hours • *Program Delivery:* Residential

VAS 101 Vascular Principles and Technology (didactic)

Course Description: This course covers the anatomy and pathophysiology of cerebrovascular, peripheral venous, peripheral arterial, visceral vascular, renovascular and splanchnic circulation taught in a classroom setting. The course will cover all aspects of current vascular principles using methods of lectures, online research assignments, research papers, interactive visual and audio assignments, and hands on training. Anatomy, physiology, pharmacology, and medical terminology are integrated into the course for a thorough holistic understanding of the human cardiovascular system. In addition, the course also includes sections addressing communication skills and medical law and ethics to enhance the student's patient care skills and career advancement.

Course Objectives: After completion of this course, the student will have gained a solid didactic approach and understanding of the anatomy and pathophysiology of all vascular ultrasound methodology. These vascular principles include extra and intracranial cerebrovascular, peripheral venous, peripheral arterial, renovascular and splanchnic circulation. The student will also display a thorough understanding of normal and abnormal hemodynamics blood flow with interpretation and report writing skills.

Clock hours: 192 Didactic Hours • *Program Delivery:* Residential

VAS 102 Vascular Ultrasound (scanning lab)

Course Description: This course provides in-depth scanning instruction of vascular ultrasound examinations including extra and intra-cranial cerebrovascular, peripheral venous and arterial, splanchnic and renovascular circulation. The student will gain knowledge of the vasculature of the human body as it relates to imaging. Specific protocols and accurate clinical interpretation will be demonstrated. Individual scanning instruction will be provided to all students. The student learns to work effectively with other allied health care professionals, patients, and families to promote patient safety and an accurate diagnosis.

Course Objectives: After completion of this course, students will have gained valuable knowledge and the confidence needed in order to independently demonstrate extra and intra-

cranial cerebrovascular, peripheral venous and arterial, splanchnic and renovascular ultrasound studies. This course will provide students with a solid foundation of skills needed for imaging and clinical interpretation.

Clock hours: 204 Scan Lab Hours • *Program Delivery:* Residential

VAS 201/202 Vascular Clinical Application

Course Description: Vascular clinical rotations consist of two academic quarters of observation and scanning at different hospitals and physician's offices. The clinical sites are typically located within a 75-mile radius of the school. A clinical rotation consists of 6 weeks at one site, thus 2 rotations each quarter. A minimum of 800 cases will be observed under the supervision of an experienced technologist. Students receive on-going evaluation by demonstrating to instructors and supervisors that they are retaining and improving their competency skills for ultrasound sonography. Each student in his/her senior quarter will have competencies reassessed to insure they have maintained their skills for employability.

Course Objectives: After completion of their clinical rotation, the students will be able to perform various vascular studies with a complete understanding of hemodynamics, physiology and techniques required. Because each hospital lab adheres to different protocols, vascular students will learn various scanning protocols and techniques with their clinical exposure. Protocols the students learn include intra and extra cranial cerebrovascular, peripheral venous, peripheral arterial, renovascular and splanchnic circulation as well as report writing skills. Students will gain independence, confidence and increase their skills because they are trained by some of the most skilled technologists in the medical ultrasound field.

VAS 201 *Clock Hours:* 432 Clinical Hours • VAS 202 *Clock Hours:* 432 Clinical Hours •

Program Delivery: Residential

VAS 301 Vascular Advanced Studies

Course Description: This course covers advanced anatomy and pathophysiology of cerebrovascular, peripheral venous, peripheral arterial, visceral vascular, renovascular and splanchnic circulation. The course will cover all aspects of current vascular principles using methods of self-study, online research assignments, research papers, interactive DVDs, clinical field trips, case presentations, and scanning application. Topics intended to give students a more in-depth understanding of the vascular ultrasound modality and to prepare them for the Registry.

Course Objective: After completion of this course, students will:

1. Possess a more in-depth understanding of all vascular ultrasound principles and technology.
2. Perform a more accurate and explicit ultrasound scan.
3. Provide a more thorough interpretation of the scan.
4. Be able to make professional and articulate presentations to colleagues concerning diagnostic cases and vascular ultrasound topics.
5. Be confident that they can pass the registry immediately after graduation.

Clock hours: 186 Didactic Hours • *Program Delivery:* Residential

VAS 302 Vascular Advanced Scan Lab

Course Description: This course provides advanced didactic lecture and one-on-one scanning instruction covering all modern vascular ultrasound examinations including extra-cranial cerebrovascular, peripheral arterial, peripheral venous, renovascular and splanchnic circulation. This includes a more thorough approach to the students understanding of the anatomy and an understanding of case specific clinical indications for each protocol. A step-by-step encounter of the exam being studied is given with and without a live demonstration. Finally, advanced normal and abnormal interpretation skills are taught as well as report writing skills for positive and negative findings.

Course Objective: Students will gain additional independence in the performance and interpretation of cerebrovascular duplex, peripheral venous, peripheral arterial, and visceral vascular scanning including renovascular and splanchnic circulation. They will also obtain the confidence and skill needed to perform the more advanced vascular technical ultrasounds.

Clock hours: 174 Scan Lab Hours • *Program Delivery:* Residential

VAS 303 Vascular Clinical Internship

Course Description: Vascular Clinical Internship consists of performing practical clinical tasks and procedures, observation, and scanning of actual patients that have been referred to CVIU by local physicians' offices. The exams are performed as community service for those patients without healthcare insurance. This internship will include all aspects of the clinical experience. Students will perform exams and receive clinical training for 4 hours each Thursday in the 3rd quarter of their vascular ultrasound program.. Each student is required to perform at least 3 vascular studies including carotid doppler, lower arterial and lower venous Doppler for evaluation by the instructor within the quarter term. These three studies were chosen due to

the consistency and regularity of the ordering physicians' offices. Each study will be evaluated and graded based on their performance. Each student will also assist with studies performed by their classmates. These studies will be reviewed by the entire class as a learning tool.

Course Objective: Students are evaluated to ensure each student proficiently demonstrates entry level competencies. After completion of their Clinical Internship rotation the students will be able to perform these commonly ordered vascular exams with a thorough understanding of protocols, pathology, arterial and venous hemodynamics, physiology, color, spectral and 2-D imaging. In addition to performing the exam, the students will also be required to prepare preliminary reports and fulfill other tasks and procedures necessary for entry level clinical training. The students will gain confidence and enhance their scanning abilities because they are monitored directly by the faculty & staff while performing all clinical competencies, tasks, and procedures.

Clock hours: 48 Scan Lab Hours • *Program Delivery:* Residential

PHY 101 Ultrasound Physics I

Course Description: This course is an overview of the theory of ultrasound physics. For students to receive maximum benefit from this course, students must comply with reading assignments, complete chapter work sheets, and participate in peer learning class discussions. Students are given class worksheets, tests, and grades on class participation to determine their comprehension of the subject. Students will cover chapters 1 to 24.

Course Objective: Ultrasound Physics is designed to offer students an overview of ultrasound physics. Students are encouraged to understand these ultrasound physics principles and are encouraged to apply these principles to their imaging studies.

Clock Hours: 24 Didactic Hours • *Program Delivery:* Residential

PC 101 Patient Care

Course Description: This course covers an overview of medical sonography, patient care, and career development. It also covers study techniques, important terminology, basic ultrasound terminology, and offers descriptions of basic medical procedures, patient care, blood-borne pathogens training, and infectious disease education. In addition, the CVIU financial aid policy and procedures will be discussed with students as well as applying proper study habits and skills.

Course Objective: After completing this course, the student will have a thorough understanding of the sonographer's role in the medical profession and how to interact with patients in a clinical setting.

Clock hours: 36 Didactic Hours • *Program Delivery:* Residential

EV 302 Echo, Vascular, and Physics Registry Review

Course Description: This course involves intense preparation for the registry in both cardiac and vascular modalities and also physics. The course will serve as a thorough review of aspects of modern echocardiography and vascular technology and physics using methods of interactive computer programs, case studies, books prepared especially for the cardiac and vascular registry, interactive visual and audio assignments, and hands on training. The design of the course is based on the individual needs of the student. The instructor, administrative director and student will develop a course outline to prepare the student for passing all phases and both modalities of the registry.

Course Objective: 1. The student will pass all registry exams on the first try.

Clock hours: 96 Didactic Hours (36 hours in 5th Quarter and 60 hours in 7th Quarter) • *Program Delivery:* Residential

Cardiovascular Ultrasound Specialization Electives (Optional):

PED 501 Introduction to Pediatric Echocardiography

Course Description: Pediatric Echo 501 is an introductory course designed to offer students a basic understanding of common congenital cardiac malformations, palliative and corrective surgeries and genetic syndromes associated with pediatric cardiology. Students will observe the pediatric protocol and learn the associated pathology and disease states. The emphasis of the course will be placed more on classroom knowledge-based learning and less on scan lab training. The primary design of the scan lab is for students to be familiar with the views and protocol by performing exams on each other. The use of pediatric models for training will be limited to the availability of the models. Students will be allowed to bring in patients for training, i.e., family, relatives, and friends. In addition, this course will enhance a student's understanding of Adult Echocardiography.

Course Objective:

After completion of this course, students will:

1. Possess a basic understanding of complex congenital abnormalities.
2. Be familiar with a normal pediatric exam.
3. Enhance their knowledge and scanning of Adult Echocardiography.
4. Possess a basic understanding of surgical procedures.

Clock hours: 24 Didactic Hours • *Program Delivery:* Residential

Faculty and Staff

Administrative Director

Thomas R. Hopper, Ph.D.

- Northern Arizona University, PhD
- Nine years of teaching Government and Politics at Northern Arizona University, Troy State University, and Pensacola Junior College
- Academic Programs for At Risk Students at the University of West Florida
- Primary Field of Research: National Educational Policy

Program Director • Cardiovascular Ultrasound Instructor

Michelle Paustian Good, AS, RCS, RVS

- Registered Cardiac Sonographer
- Registered Vascular Specialist
- Cardiovascular sonographer since 2006

Vascular Coordinator • Cardiovascular Ultrasound Instructor

Valerie Davis, RCS, RVS, RPhS

- Registered Cardiac Sonographer
- Registered Vascular Sonographer
- Registered Phlebology Sonographer
- Cardiovascular sonographer since 2006

Cardiovascular Ultrasound Instructor

Kaylee Corey, AS, BS, RDCS, RVT

- Registered Diagnostic Cardiac Sonographer
- Registered Vascular Technologist
- Cardiovascular sonographer since 2015

Cardiovascular Ultrasound Instructor

Kristin Stewart, BS, RCS, RVS

- Registered Cardiac Sonographer
- Registered Vascular Specialist
- Cardiovascular sonographer since 2012

Cardiovascular Ultrasound Instructor

Kayla Taylor, RDCS-AE/PE, RVT

- Registered Diagnostic Cardiac Sonographer-Adult/Pediatric Echo
- Registered Vascular Technologist
- Cardiovascular sonographer since 2010

Physics Instructor

Jessica Cooney, MSRS, BS, RDMS (ABD) (OB/GYN) (FE)

- Registered Diagnostic Medical Sonographer-Abdomen, OB/GYN, Fetal Echocardiography
- Diagnostic Medical Sonographer since 2009

Advisory Board

NAME	EMPLOYER	TITLE
Thomas R. Hopper, PhD.	CVIU	President Co-Program Director
Michelle Paustian Good, AS, RCS, RVS	CVIU	Co-Program Director
John M. Galla, MD, FACC, FSCAI	Cardiology Associates	Medical Advisor
Stacy Lumpkin, RVT	Mobile Infirmiry Medical Center	Employer/Department Supervisor
Sarah Bryars, RCS, RVS	University Hospital	Graduate/Clinical Site Instructor
Kait Hawkins, RDCS, RVT	Mobile Infirmiry Medical Center	Graduate/ Clinical Site Instructor
Ailu Lin, RDCS, RVS, RT(R)	Springhill Medical Center	Graduate/ Clinical Site Instructor
Steven Orso, RCS, RVS	Cardiology Associates	Graduate/ Clinical Site Instructor
Mariena White, BS, RDCS, RVT	Springhill Medical Center	Employer/Department Supervisor
Carey Walker, RDCS (PE), RCS, RVS	USA Children's & Women's Hospital	Graduate/Instructor
Courtney Cain, RVT, RDCS	University Hospital	Graduate/Clinic Site Instructor
Matthew Davis, RCS	Cardiology Associates	Graduate/Clinic Site Instructor
Chelsea Beggs	N/A	Student
Molly Kuntz	N/A	Student
Abbi Russell	N/A	Student
Laura Searcy	First Horizon Bank	Public
Lane Elmore	Edward Jones Financial Services	Public

Entrance Requirements for Programs

All applicants must meet **ONE** of the requirements listed below:

Prerequisite 1:

1. High school diploma, GED, or its equivalent.
2. A bachelor's degree.
3. Submission of ACT and/or SAT score.
4. In addition to the degree, all applicants must have taken the following prerequisite courses and passed the course with a C average:
 - a. One basic science course (i.e., biology, microbiology, chemistry, physics, etc.)
 - b. Algebra, Statistics, or a higher mathematics course
 - c. English, Speech, or Writing Composition
 - d. Anatomy & Physiology I & II or an A&P course that covers the entire body
 - e. Medical Terminology

Prerequisite 2:

1. High school diploma, GED, or its equivalent.
2. An associate degree.
3. Minimum ACT score of 18 or SAT score of 970.
4. In addition to the degree, all applicants must have taken the following prerequisite courses and passed the course with a C average:
 - a. One basic science course (i.e., biology, microbiology, chemistry, physics, etc.)
 - b. Algebra, Statistics, or a higher mathematics course
 - c. English, Speech, or Writing Composition
 - d. Anatomy & Physiology I & II or an A&P course that covers the entire body
 - e. Medical Terminology

Prerequisite 3:

1. High school diploma, GED, or its equivalent.
2. Minimum 45 college credits with an overall GPA of a 3.0, in a healthcare or science field, such as pre-nursing, pre-med, pre-radiological sciences, physical therapy, biology, exercise science, health sciences, etc.
3. Minimum ACT score of 18 or SAT score of 970.
4. In addition to the degree, all applicants must have taken the following prerequisite courses and passed the course with a C average:
 - a. One basic science course (i.e., biology, microbiology, chemistry, physics, etc.)
 - b. Algebra, Statistics, or a higher mathematics course
 - c. English, Speech, or Writing Composition
 - d. Anatomy & Physiology I & II or an A&P course that covers the entire body
 - e. Medical Terminology

*If an applicant is accepted into a program at CVIU, has a degree, and at least a 3.0 GPA, they may take A&P and Medical Terminology at CVIU. These courses do not transfer out and are only offered if accepted into the program.

**Both A&P and Medical Terminology must be completed prior to enrollment

Required Technical Standards

Each applicant must be able to:

1. Push a portable ultrasound machine throughout the hospital, accessing elevators and narrow areas in patient rooms.
2. Transport a patient of 150 lbs. on and off a stretcher
3. Visually examine and select ultrasound controls on display
4. Orally communicate clearly to the patient being examined and visually observe the patient's clinical status at all times.
5. Clearly hear a patient calling for assistance from a minimum of 10 feet away.
6. Lift more than 50 lbs. routinely
7. Push and pull routinely
8. Bend and stoop routinely
9. Have full use of both hands, wrists, and shoulders
10. Distinguish audible sounds
11. Adequately view sonograms, including color distinctions
12. Work standing on their feet 80% of the time
13. Interact compassionately and effectively with the sick or injured
14. Assist patients on and off examining tables
15. Communicate effectively with patients and other health care professionals
16. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

These technical standards are essential to complete the program. Any applicant who does not meet the technical standards is not qualified for this program of study.

Application Process

The application process is intended to first determine if the applicant possesses the academic skills, personality, and professionalism necessary to successfully complete the program. The process is also intended to assist the applicant in deciding if cardiovascular ultrasound is an appropriate career choice for the applicant.

Applications are accepted throughout the year for any quarter term, but an applicant should allow at least a month for the entire process to be completed.

To apply you are required to:

- ✓ Complete and submit the application for admission form (be sure to sign the application).
- ✓ Submit an unofficial copy of your transcript with your application.
- ✓ Request an official copy of your transcript be sent to CVIU.
- ✓ For VA funded students, all prior transcripts must be received, including military.
- ✓ Submit your ACT or SAT score (for all prerequisites, including prerequisite 1).
- ✓ Schedule an interview with the Program .
- ✓ Take the CVIU “learning ability” test at the school during your visit.

Selection Process

Composite Entrance Evaluation: The listed items below are considered to determine the applicant’s competitiveness for eligible positions.

Evaluation Criteria for Entrance Score:

- Bachelor’s or associate degree
- Major
- GPA
- Math, Science, and Healthcare courses
- Learning Ability Test score
- Personal Interview

Within a week of receiving your complete application, a representative will notify you by email and phone that we have received your application. The applicant will need to make an appointment for an interview with the Administrative Director. A CVIU staff member will send the applicant a letter within two weeks following the interview confirming the acceptance or an explanation of why we did not approve your admission to CVIU. If accepted the applicant will need to contact the school to make an appointment to discuss the applicant’s responsibilities to complete the enrollment process, submit a deposit, and sign an enrollment agreement.

Registration

To complete the enrollment into CVIU a student must:

- 1) Sign an Enrollment Agreement
- 2) Sign a Payment Plan with CVIU if paying monthly or quarterly
- 3) Complete FAFSA if paying with Federal Student Aid
- 4) Submit a background check and drug screening test to CVIU

Enrollment Agreements, Payment Plans, and the receipt of all monies are administered by the Administrative Director, the Program Director, or Director of Student Affairs. Tuition paid is based on: the clock hours attended X the cost per clock hour = tuition earned. Clock hours are calculated based on attendance from the first day of class until the last day of attendance; either due to withdrawal or dismissal.

Tuition

Program	Tuition per clock hour	Total Tuition
Cardiac Program Tuition	\$10.47	\$18,100
Vascular Program Tuition	\$10.47	\$18,100
Cardiac and Vascular Program Tuition	\$9.57	\$33,100
Cardiovascular Tuition	\$10.07	\$26,100

***Tuition as of October 2, 2022

The only fee is for the Registry exam of \$475 for ARDMS or \$365 for CCI. Books are not included in the tuition.

Sources of Funding:

Federal Student Aid
Sallie Mae Career Training Loans
Veterans Administration

Workforce Investment Act Funding
CVIU Payment Plan

CVIU Payment Plan

Students may pay in full or pay with quarterly payments. No payments are due until the 1st day of enrollment. For the one-year program there are 4 payments of \$4,525; the two-year program 8 payments of \$4,137.50; and the year and a half program 6 payments of \$4350.

Terms for all Payment Plans:

- Payments are due the 1st day of each quarter: April, July, October, and January
- All payments are delinquent after the 10th of each month of the new quarter
- There will be a \$25 delinquent fee for payments received after the 10th of each month

Collection of Delinquent Accounts

If a student is delinquent on payment of tuition and fees for over 90 days then the student's account is turned over to a collection agency for collection.

For more information concerning tuition and payments contact Dr. Hopper, Administrative Director at (251) 433-1600.

Disclosures

Cardiac and Vascular Institute of Ultrasound
Cardiac and Vascular Sonographer Certificate Programs
Data provided for the 2021-2022 Award Year

Net Occupation Titles

Sonographer, Diagnostic Medical Sonographer Cardiac/Vascular Sonographer	Soc Code 29- 2032.00	www.onetcodeconnector.org/ccreport/29- 2032.00
--	----------------------------	---

Completion Rates 2021-2022

Program Name	CIP Code	Completion Rate (%)
Cardiac and Vascular Ultrasound - Certificate	51.0910	100%
Cardiac Ultrasound - Certificate	51.0910	91%
Cardiovascular Ultrasound – Certificate	51.0910	91%
Vascular Ultrasound - Certificate	51.0910	100%

Placement Rates 2021-2022

Program Name	CIP Code	Placement Rate (%)
Cardiac and Vascular Ultrasound - Certificate	51.0910	100%
Cardiac Ultrasound - Certificate	51.0910	85%
Cardiovascular Ultrasound – Certificate	51.0910	100%
Vascular Ultrasound - Certificate	51.0910	100%

Tuition and Fees as of October 2, 2022

		Tuition:	Lab Fees:
Cardiac and Vascular Ultrasound Program	2 years	\$33,100.00	\$800.00
Cardiac Ultrasound Program	1 year	\$18,100.00	\$400.00
Vascular Ultrasound Program	1 year	\$18,100.00	\$400.00
Cardiovascular Ultrasound Program	18 months	\$26,100.00	\$600.00

Books and Supplies

Cardiac and Vascular Combined Ultrasound Program	2 years	\$1,310.00
Cardiac Ultrasound Program	1 year	\$750.00
Vascular Ultrasound Program	1 year	\$795.00
Cardiovascular Ultrasound Program	18 months	\$1,100.00

Median Loan Debt

Federal Loans	\$15,320
Private Loans	\$0
Institutional Financing	\$0
Total	\$15,320

2021-2022 Credential Success Rate

Cardiac Credential

Number of students taking exam	38
Number earning credential from ARDMS	14
Number earning credential from CCI	24
Total number earning credential	36
Success Rate	95%

Vascular Credential

Number of students taking exam	2
Number earning credential from ARDMS	1
Number earning credential from CCI	1
Total number earning credential	2
Success Rate	100%

Return of Title IV Funds Policy

The Cardiac and Vascular Institution of Ultrasound will utilize the Return of Title IV Funds Policy required by the U.S. Department of Education for those students who have received Title IV Funds (Federal Student Aid) and withdraw or are terminated. For a student who receives Title IV Funds, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal/termination using the Return of Title IV Funds Policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal/termination. After the 60% point, the student has earned 100% of the Title IV funds for the payment period (see page 30-31 for schedules of pay periods). The formula for Return of Title IV Funds also specifies the order in which funds are to be returned to the financial aid programs. Refunds on behalf of Title IV recipients must be distributed according to said order. Sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within thirty days after the date the school determines that the student withdrew and may result in the student owing the school for institutional charges previously covered by Title IV assistance. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant

Institutional Refund Policy

For students receiving Title IV funds, once the school determines the amount of Title IV aid that the school may retain, then the school will calculate the Institutional Refund Policy to determine if there is an outstanding balance owed to the school or the student. Students not receiving Title IV funds will have refunds calculated using the Institutional Refund Policy only. When calculating the Institutional Refund Policy, the period of financial

obligation is the length, in hours, of the entire program. Under the Institutional Refund Policy, the School must refund:

- a) No payment is due before the 1st day of enrollment
- b) A student's cost of tuition is pro-rata for each hour of attendance based on the student's program; program clock hours/cost of tuition.
- c) Each student will sign an Enrollment Agreement that clearly states their tuition and a Payment Plan if they are paying monthly or quarterly with personal funds.
- d) Cancellations must be made in writing or email and delivered to the CVIU representative.
- e) The last day of enrollment whether a withdrawal or a dismissal will be considered to have occurred when 1) the student has officially withdrawn from school, based on the published guidelines on official withdrawal, or 2) the last date of academically-related activity, which may include projects, clinical experience, or examination, or 3) the date the student receives his/her dismissal in writing from CVIU.
- f) Dismissal of a student by the school will be delivered to the student in writing at the school, by email, or based upon the last day of attendance. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave and failed to do so.
- g) Refunds are made within 30 days of the official withdrawal or 30 days of the date of determination of withdrawal or dismissal.
- h) Termination will result if student has more than 12 absences in one academic year with refund policies in effect. Or 18 absences for the entire Cardiovascular Program of 6 quarters.
- i) If a student is on a monthly payment plan with CVIU and current with all payments but withdraws, or is dismissed, the student will not be obligated to pay the remaining tuition. The student will be required to make delinquent payments.

Cancellation/Withdrawal Calculations and Policies: No advance payment for tuition or fees are required. When due by the school, all refunds will be made within thirty (30) days from the date of determination (the last day of attendance if written notification has been provided to the school by the student, or from the date the school terminates the student or determines withdrawal by the student) of the student's withdrawal and without requiring student's request. Any funds paid for supplies, books, or equipment which can be and are

returned to the institution, will be refunded to the students who withdraw prior to the start of class upon return of said items which can be resold. The school reserves the right to determine if such items are returnable. All balances owed to the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student. Any student who withdraws, is terminated, or graduates from any program is required to have an exit interview.

Grounds and procedures for cancellation or termination of a program by an institution: If a program is cancelled or terminated by the school prior to the first day of enrollment the school will refund any prepaid tuition and fees in full within 30 days. If the program begins and the school cancels or terminates the program all tuition and fees will be refunded in full within 30 days.

Certificate of Completion

Upon successful completion of the Cardiac Program, the Vascular Program, the Cardiac and Vascular Program or the Cardiovascular Program; students are awarded a certificate of completion for ultrasound sonography by the Cardiac and Vascular Institute of Ultrasound.

Length and Terms of Programs

CVIU offers a one-year Cardiac Ultrasound Program and a one-year Vascular Ultrasound Program that are divided into four quarter terms (48 weeks). The Cardiac and Vascular Program is a two-year program consisting of eight quarter terms (96 weeks). The Cardiovascular Program is an eighteen-month program consisting of six quarter terms (72 weeks). A “year” is determined by four consecutive quarters with 12 week in each quarter. A “week” consists of a minimum of 36 hours each week. For the Cardiac Program or the Vascular Program, you must complete 1728 clock hours to graduate. The Cardiac and Vascular Program is a two “year” program that requires a student to earn 3456 clock hours to graduate. The Cardiovascular 18-month program consists of 2592 clock hours.

The first quarter of each program consists of didactic and scanning courses. For the second quarter each student will serve an externship at various affiliate hospitals and physicians offices. The third quarter consists of course work and a lab. In the last quarter the student returns to the hospital setting for another externship. The students in the

Cardiac and Vascular two-year program will combine the two one-year programs. For the Cardiovascular Program, the student will complete one year (4 quarters) of cardiac and two quarters of vascular—one quarter didactic and 1 quarter of clinical training.

Students must complete any program within a time frame of 150% of the normal program length and all educational academic and competency objectives must be successfully completed. Students may be granted a medical, emergency, or hardship leave of absence of up to six months or two quarters. Any leave does not count toward the required time frame for completing the program. If granted leave the student may re-enter the program without any tuition penalties and under the same payment agreement. However, the student must restart the courses from the beginning of the quarter in which they left. Students receiving VA education benefits, the student's leave of absence will be reported to the VA within 30 days of the veteran's last date of attendance. The student's payments will be suspended until you re-enroll with the school.

If the student is not granted a leave of absence then normal refund policies remain in place. Failure to complete the program within a time frame of 150% of the normal program length without a leave of absence will result in dismissal of the student from CVIU. Refund policies will remain in effect.

If a student in good standing withdraws from the program then the student may re-enrolled after the end of the quarter, but the student will be subject to the registration policies and tuition at time of re-enrollment.

Leave of Absence

Requires students to provide a written, signed, and dated request, which includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

Registry

All four programs are for a "Certificate of Ultrasound Sonography." After completion of either the one-year curriculum in cardiac or vascular a student is eligible to take the Registry (certification) with either the American Registry for Diagnostic Medical Sonography

(ARDMS) and/or Cardiovascular Credentialing International (CCI). It is the student's responsibility to go to each association's website and be familiar with the prerequisites for the first modality and the second modality.

Graduation Requirements:

1. Successful completion of all courses (see *Curriculum*, pages 5-18). To successfully complete a didactic, scanning, or clinical course a student must earn a minimum of an overall average of 80%. Failing to make an 80% in any course violates school policies and serves as grounds for dismissal with refund policies in effect.
2. To complete or graduate every student is required to take the registry exam in their 4th quarter of the one-year or eighteen-month program; for the two-year program in the 4th quarter for the first modality and the 8th quarter for the second modality. The student may take the registry with either the American Registry for Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI). If taken with ARDMS **both** the SPI exam and specialty exam must be taken. For the eighteen month and two-year student, the first modality registry must be complete before starting the second modality.
3. Fulfill all clinical requirements (see *Clinical Performance*, page 12, 14-15 and 32)
4. Submit all Clinical Attendance Sheets, Clinical Exam Sheets, and Clinical Matrix to the Director of Student Affairs.
5. Current on all tuition obligations according to student's Payment Plan Agreement. CVIU maintains the right to dismiss and/or not award certificate of completion for any student that is delinquent on tuition payments.
6. Fulfill attendance policies (see *Attendance Policies*, page 29-30).
7. Complete institutional "Externship Evaluation" and "Graduate Contact Information" form and submit to the Director of Student Affairs.
8. Attend exit interview in last week of program of enrollment with the Director of Student Affairs.

Course Selection

All students within any program take the same courses and schedule required for graduation. However, students may choose to take cardiovascular ultrasound courses in addition to the required courses as a means of more specialization, such as pediatric echo. All SAP requirements are applied for any specialization courses.

Daily Schedule

All courses of classroom instruction are offered between 8:00a.m. and 5:00p.m. Monday through Friday. Any quarter involving a clinical rotation, a student will typically be at his or her site from 8:00 a.m. until 4:30 p.m. Monday through Friday on a schedule that will assure 36 hours.

Attendance Policies

If a student has more than 12 absences in one academic year or six in the last two quarters of the Cardiovascular 18-month program, then the student will be dismissed. If a student has more than five (5) absences during any didactic quarter of a program then the student may choose to take a leave of absence without tuition penalty or the student will be dismissed with refund policies in effect.

Students are required to call the school and clinic site to notify the faculty and staff of an absence. If no one is available to speak to the student must leave a voicemail on the attendance line and email Ms. Good to report the absence. Text messaging is not acceptable. Failure to inform the school and clinic site will result in probation for the first offence and dismissal from the program for the second offence.

Days missed during clinical rotations may be made-up at the end of each quarter during the school break. Any make up work will be under the supervision of a clinical instructor. Students must make arrangements with the Program Director and a Clinical Supervisor to make-up the days. If the student fails to make-up days and it puts her or him over 12 days for the year then the student will receive a grade of 75% for the quarter course grade and be dismissed with refund policies in effect. Minimum attendance requirement for VA students is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not

returned to satisfactory attendance at the end of the one-month attendance probation period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted against the student. Appropriate documentation for mitigating circumstances will be kept in the file.

Tardiness

- Every three tardies will be counted as an absence for each class.
- Being absent less than two hours is considered tardy regardless of when it occurs during the day.
- If you are tardy you must report to Mrs. Good immediately upon arrival at CVIU.

Maximum Timeframe

Students must complete the program within a time frame of 150% of the normal program length and all educational academic and competency objectives must be successfully completed. No financial aid will be awarded past the 150% point of the program. The specific timeframe for completion will be stated as calendar dates in each student's enrollment agreement. Students receiving VA benefits are only eligible for 100% of their program and not eligible for hours beyond their enrollment agreement.

Completion of Each Quarter Increment

All programs are based on 12-week Quarter Terms: Fall, Winter, Spring, and Summer Quarters each year. All programs are continuous enrollment. A student may begin a program at the start of any Quarter.

At CVIU satisfactory academic progress of students is evaluated in increments coinciding with quarterly payment periods. In order to ensure completion of the program within the maximum time frame, CVIU requires students to successfully complete all courses taken during each quarter. To successfully complete a didactic or clinical course a student must earn a minimum of an overall average of 80% (see *Satisfactory Academic Progress*, pages 28). All students must have completed a minimum of 100% of the clock

hours of the program to graduate within 150% of the normal time frame. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

Grade Increments and Reports

CVIU adheres to a quarter-system for awarding and reporting grades. Each quarter a student will receive a "Grade Report" with his/her course grades and cumulative grade. To receive a "certificate of completion" a student must complete the program of enrollment with at least a cumulative GPA of 3.0.

In addition to the grade report issued at the end of each academic quarter, students are evaluated at the end of each payment period to ensure the student remains eligible to continue to receive federal student aid.

Schedule of grade reports for payment periods:

Cardiac and Vascular One Year Programs

450, 900, and 1314 clock hours

Cardiovascular 18 Month Program

450, 900, 1350, 1800, 2196 clock hours

Combined Cardiac and Vascular 2 Year Program

450, 900, 1350, 1800, 2250, 3078 clock hours

Grading Scale

A	90-100%	D	60-69%
B	80-89%	F	Below 60%
C	70-79%		

I Incomplete

W Withdrew

T Dismissed

Cumulative Grade Point Average (GPA)

Each quarter grades are recorded and reported to the Director of Student Affairs.

Clock hours for each course are converted to credit hours for determining the GPA

The GPA is calculated as follows:

$$\frac{\text{Clock hours}}{20} = \text{credits}$$

<u>Grade</u>		<u>points</u>
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0
WF	=	0

Total Quarter Grade Points divided by Total Quarter Credits equals the GPA.

Example: $\frac{45 \text{ points}}{15 \text{ credits}} = 3.0 \text{ GPA}$

GPA Calculator: <https://gpacalculator.net/college-gpa-calculator/>

Special Courses and Conditions

CVIU does not offer or accept non-credit courses, remedial courses, or non-punitive grades to assess satisfactory progress. All students take the same courses regardless of their previous professional and/or academic background.

A student that chooses to withdraw may re-enroll after 180 days. A student that was dismissed is not allowed to re-enroll at CVIU.

If a student is receiving financial aid from any source but loses such funds but is in good standing by CVIU's policies, then the student may remain or re-enroll under standard CVIU policies as long as the student maintains the tuition obligations to CVIU.

Clinical Performance

The Program Director will evaluate a student's progress during his/her externship by supervisor evaluations, and attendance. Failure to meet the standards for any of these responsibilities will result in dismissal of the student with refund policies in effect.

A student may be dismissed from CVIU if he or she is removed from a clinical site for violating CVIU or the clinical site's Clinical Rotation Rules and Regulations. CVIU's Clinical Rotation Rules and Regulations are stated in the Handbook that each student will receive at orientation. Each clinic or physician's office will present students with their own policies and procedures.

Academic Probation

Students must maintain a 3.0 GPA or better in order to remain in good standing. In addition, students must earn a “B” or higher in each course. After the first two weeks in any program all students with a grade average below “B,” i.e., 80 %, in any course will be placed on academic probation. The Administrative Director of the academic probation status will notify the student. The student will also be informed in writing and signed by the student of their academic probation.

The student will meet with the instructor to review and receive advice that will assist the student in improving his/her academic standing. After two weeks the student’s academic improvement will be accessed. If the student’s average is at least 80% then the student will be removed from probation. If the student does not improve enough to get off probation the student will meet with the Administrative Director and instructor to review the study skills or other problems causing the prolonged probation. At the end of the next two weeks the student must have regained a grade of at least 80% or he/she will be dismissed. At the end of any quarter if a student receives a final course grade of less than 80% or less than a 3.0 cumulative GPA then the student will be dismissed from CVIU. Tuition refund policies will remain in effect.

Dismissal

A student may be dismissed for grade, attendance, Satisfactory Academic Progress requirements, or code of conduct violations as stated in the Student Handbook. A student must achieve the above-mentioned minimum standards to be considered to be making satisfactory academic progress.

Students who fail to maintain satisfactory progress will be placed on probation until the deficiencies are corrected or until the end of the one-month probation period, or the end of the quarter, whichever comes first. While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period will be dismissed. If a student is dismissed they may not re-enter any program at CVIU. If a student is dismissed they are no longer eligible to re-apply for any program or federal student aid at CVIU.

Appeals Process

Any student dismissed for not fulfilling CVIU's Satisfactory Academic Progress Policy may file an appeal to be reinstated due to extenuating circumstances. The appeal must be submitted in writing to the Administrative Director within one week of the date of the dismissal. The Administrative Director will appoint a committee that consists of one administrative staff member and two faculty members to address the appeal. Decisions by the committee are determined by a majority vote and decisions must be within two weeks of the date of the dismissal or the student is re-instated.

Grievance Procedure

Policy: It shall be the policy of CVIU, Inc. to establish and maintain open lines of communication between its employees and all students. Supervisors of CVIU shall be readily available to discuss with students any matter of concern or grievance and shall encourage students to utilize this grievance procedure when matters of dissatisfaction occur.

Procedure: A grievance, under the meaning of this policy and procedure, shall be any complaint, dissatisfaction, or misunderstanding arising between a student and CVIU regarding the interpretation or application of a CVIU rule, regulation, or policy. In order to address such grievances in the most expedient and efficient manner, the following channel of communication shall be used:

I. Immediate Instructor - A student wishing to file a grievance must first discuss the matter with his Immediate Instructor. The instructor shall grant the student an interview and give the student every opportunity to present the grievance. The instructor shall then take whatever steps necessary to determine all pertinent facts relating to the grievance and render a decision within three school days of the original complaint. The student must be informed of the decision and his right to appeal and avail himself of the following steps of the grievance procedure.

II. Program Director - Should the student not be satisfied with the decision rendered in the preceding step, he or she may, within three working days of the decision in the preceding step, appeal in writing to the Program Director for further consideration of his grievance. In this event, the Program Director shall interview the student and ascertain the nature of his complaint, the circumstances surrounding the complaint, and the decision rendered by the

Immediate Instructor. The Program Director shall likewise interview the instructor involved to determine his knowledge of the incident and all pertinent facts known to him as a result of considering the complaint as outlined above.

The Program Director shall then take whatever steps deemed appropriate to assure herself that she has all the facts pertaining to the case including the review of applicable policies, rules, and regulations. When she is confident that she has all the information necessary to make a fair and just decision, but no longer than three school days following the first notification of the grievance, she shall render a decision which shall be discussed with the student within the three-school day period. The student shall be informed at this time of his right to appeal and avail himself of the following steps in the grievance procedure.

III. Administrative Director - Should the grievance not be solved in a manner satisfactory to the student, the student may, within three working days of the decision by the Program Director, present his or her grievance in writing to the Administrative Director. Should this be the case, the Administrative Director shall interview the student, the instructor, and the Program Director to determine all circumstances relative to the grievance. The Administrative Director shall at this point reduce to writing the circumstances as presented by both the student and the Program Director. If necessary, he shall review pertinent CVIU rules, regulations and policies and take whatever other steps he deems appropriate to assure him that he has all the facts pertaining to the situation under consideration. He shall then, within three school days of receiving the complaint, render a written decision with a copy being delivered or mailed to the student and another copy forwarded to the Program Director for further review of this grievance procedure. This written decision must contain a provision informing the student that the decision of the Administrative Director serves as the final decision in this matter.

Assistance for Student: When utilizing the provisions of this grievance procedure, the student, at his discretion, may elect to utilize assistance of a fellow student when presenting his grievance at any step above the supervisor level. The student selected must be a regular full-time student of the same class as the person submitting the grievance.

Privacy Policy: When utilizing the provisions of this grievance procedure, the student must maintain confidentiality of the proceedings to others, with the exception of the aforementioned fellow student assistance, during the grievance procedure until a final decision is rendered. After the grievance procedure the student is at liberty to discuss the

matter with others as long as it does not violate any other rules or regulations as put forth by the school.

Assessment

CVIU utilizes student, teacher, graduate, and employer evaluations to adjust the course content, improve student and teacher performances, and to enhance students' employability and career.

Student Handbook

Each student receives a Student Handbook at orientation. The Handbook clearly states all school policies and procedures. During orientation, the Handbook is reviewed and discussed with the students by the Administrative Director and Faculty.

Clinical Affiliates and Sonographers for Rotation Sites

After the first quarter, students will observe and train daily at the regional sites below. Students will be required to sign-in at their respective sites and will document their observations with weekly case studies.

Below are some of the possible clinical sites for an externship:

Sacred Heart Hospital, Pensacola, FL	Saundra Sanders, RVT, RCS
West Florida Hospital, Pensacola, FL	Cassandra Lee, RDCS
Springhill Memorial Hospital, Mobile, AL	Mariena White, RVT, RDCS, REEGT
Thomas Hospital Echo Lab, Fairhope, AL	Ryan Thompson, BS, RDCS
Mobile Infirmary Cardiac & Vascular Labs, Mobile, AL	Stacy Lumpkin, RVT
Providence Hospital, Mobile, AL	Jennifer Rogers, RDMS
Baptist Hospital, Pensacola, FL	Erica L Sober MHA, RDCS (AE PE), RVT
Memorial Hospital, Gulfport, MS	Jessica Stein, RVS, RCS

Non-discrimination

At CVIU no student will be denied enrollment or equal rights based on race, creed, color, sex, age, handicap, or national origin. The school readily accepts people of all ethnic backgrounds and people who are physically challenged.

Advanced Placement and/or Credit

CVIU accepts no advanced placement and/or credit for experiential learning toward the program.

Student Services

Career Development: The Administrative Director will instruct the students on the procedures and techniques for conducting a successful career search. In addition, CVIU will assist the students in preparing their resume and in developing interview skills.

Job Placement: CVIU is in no way responsible for ensuring employment upon graduation. CVIU will assist students in obtaining information on recruiters, discuss interview tactics, and instruct you in developing a resume. CVIU frequently receives employment advertisements from Human Resource departments, temporary services, and recruiters that are posted on CVIU Facebook account and emailed to qualified students.

Academic Counseling: On request by students, faculty will advise students on developing study skills, test taking, and research skills. Students may visit with faculty during office hours or by appointment to receive advice for improving academic skills. CVIU faculty and staff recognize that many students have been away from school for an extended period of time and will readily assist anyone in need of academic development. CVIU does not offer professional counseling or tutoring.

Transcripts/Records: CVIU will maintain a file for each student that includes all financial and academic records regarding the student's training at CVIU. All student information is maintained in the strictest of confidence and released only with the written permission from the student. Each student may sign a form that authorizes CVIU, upon request, to send a student's transcripts to current or prospective employers, educational institutions, or certifying agencies.

Accessibility: CVIU's facility is readily accessible for physically challenged students. On the west side of the building is a ramp that allows the students to drive up, park, and enter the school.

Library Resources: CVIU maintains a library with references books, periodicals, professional journals, case studies on DVDs and CDs to assist students with course assignments, projects, and research for case presentations Also, 6 PCs with Internet access are designated for students' academic needs.

Transfer of Credits

Credits do not transfer into CVIU because CVIU offers only certificate programs. No credits transfer out of CVIU because CVIU offers only certificate programs. For VA funded students, all prior credit must be evaluated and applied, if applicable.

Veteran Affairs Students

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Students utilizing VA education benefits shall not be charged a penalty; including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs. ¹

¹GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Holidays

The Holidays listed below are observed by CVIU:

New Year's Day
Mardi Gras
Memorial Day
Fourth of July
Labor Day

Thanksgiving
Christmas

Academic Calendar 2023-2025

Summer Quarter 2023	Date:
Summer Quarter Begins	July 3, 2023
Fourth of July Holiday	July 4, 2023
Drop Date	July 14, 2023
Labor Day Holiday	September 4, 2023
Summer Quarter Ends	September 22, 2023
Fall Break	September 25-29, 2023
Fall Quarter 2023	
Fall Quarter Begins	October 2, 2023
Drop Date	October 13, 2023
Thanksgiving Holiday	November 23-24, 2023
Fall Quarter Ends	December 22, 2023
Winter Break	December 25-29, 2023

Winter Quarter 2024	Date:
New Year's Day Holiday	January 1, 2024
Winter Quarter Begins	January 2, 2024
Drop Date	January 12, 2024
Mardi Gras Holiday	February 13, 2024
Winter Quarter Ends	March 22, 2024
Spring Break	March 25-29, 2024
Spring Quarter 2024	
Spring Quarter Begins	April 1, 2024
Drop Date	April 12, 2024
Memorial Day Holiday	May 27, 2024
Spring Quarter Ends	June 21, 2024
Summer Break	June 24-28, 2024

Academic Calendar 2023-2025, continued

Summer Quarter 2024	Date:
Summer Quarter Begins	July 1, 2024
Fourth of July Holiday	July 4, 2024
Drop Date	July 12, 2024
Labor Day Holiday	September 2, 2024
Summer Quarter Ends	September 20, 2024
Fall Break	September 23-27, 2024
Fall Quarter 2024	
Fall Quarter Begins	September 30, 2024
Drop Date	October 11, 2024
Thanksgiving Holiday	November 28-29, 2024
Fall Quarter Ends	December 20, 2024
Winter Break	December 23-27, 2024

Winter Quarter 2025	Date:
Winter Quarter Begins	December 30, 2024
Drop Date	January 10, 2025
New Year's Day Holiday	January 1, 2025
Mardi Gras Holiday	March 4, 2025
Winter Quarter Ends	March 21, 2025
Spring Break	March 24-28, 2025
Spring Quarter 2025	
Spring Quarter Begins	March 31, 2025
Drop Date	April 11, 2025
Memorial Day Holiday	May 26, 2025
Spring Quarter Ends	June 20, 2025
Summer Break	June 23-27, 2025