
SC HEALTHCARE COLLEGE

2027 SCHOOL CATALOG

Effective January 1, 2027 – December 31, 2027

CAMPUS & CONTACT INFORMATION

1212 S. Atlantic Blvd., Unit #202 • Alhambra, CA 91803

Office: (626) 653-1346 | Fax: (626) 380-4558

schealthcarecollege@gmail.com

www.schealthcarecollege.com

Office Hours: Monday–Thursday, 10:00 a.m.–2:00 p.m.

SC HEALTHCARE COLLEGE • 2027

Table of Contents

Overview.....	5
MISSION STATEMENT, PURPOSES AND OBJECTIVES	5
Mission Statement	5
Purposes:.....	5
Objectives:.....	5
CAMPUS FACILITY	5
Facility Description	5
Cardiovascular Sonography Program Equipment Used for Instruction.....	5
Learning Resource Center	6
Hours of Operation.....	6
ACADEMIC CALENDAR	6
Regulatory.....	7
CATALOG REVIEWING STATEMENT.....	7
Bankruptcy Statement.....	7
Admissions	7
ADMISSION INFORMATION.....	7
Admissions Policy	7
College Acceptance	8
Visa Related Services.....	8
Language of Instruction and English Proficiency.....	9
DISTANCE EDUCATION	9
Distance Education Evaluation Timeline	9
Instructor-Student Interaction	9
Technical Requirements for Distance Education.....	10
Monitoring Student Progress	10
INTERNATIONAL STUDENTS.....	10
"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE"	10
Transfer of Credit Policy	10
Award of Credit for Prior Experiential Learning	10
Student Request Requirements:	10
Articulation Agreements	11
Internal Program Transfer	11
Provision for Appeals	11
Appeal Submission	11
Review Process.....	11
Disclosures	12
STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES.....	12
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION	12
Programs Preparing Graduates for a Field Requiring Licensure.....	12
LICENSURE.....	13
Accreditation	13
Certification Requirements	13
Program Completion and Certificate Eligibility Requirements.....	13
Financial Aid Participation Statement	13
Tuition & Fees	14
TEXTBOOKS	14
TUITION AND FEE	14
PAYMENT OPTIONS.....	14
PAYMENT COLLECTION	15
Attendance & Refunds	15
ATTENDANCE POLICY	15
Attendance	15
Tardiness and Early Departures	16
For In-Lab attendance:	16
For In-Class attendance:	16
For On-line attendance:	16
Make-up Hours, Tests, and Quizzes	16
Cancelled Class Policy.....	16
Leave of Absence Policy	17
Approval	17
Duration	17
Failure to Return	17

Return from Leave.....	17
Financial Responsibility	17
Recordkeeping.....	17
Jury Duty/Court Appearances	17
Termination	18
Satisfactory Academic Progress and Probation.....	18
Dismissal.....	19
Appeal Process	19
Process for Students with Denied Appeals.....	19
READMISSION	19
Readmitted Students.....	19
Readmission Requirements.....	19
Readmission Procedure.....	20
CANCELLATIONS/WITHDRAWAL/REFUND POLICIES	20
Cancelation and Refund Policy.....	20
Student's Right to Cancel	20
Withdrawal from the Program	20
Refund Policy.....	20
Add/Drop Policy	21
Student Services	21
ACADEMIC RECORD RETENTION POLICY.....	21
Academic Advisement	22
Tutorial Support	22
Housing Information	22
Dormitory Facilities:	22
Housing Assistance:.....	22
Local Housing Availability and Cost:	22
Transportation/Parking Services	22
Graduation Ceremony	23
Externship Requirements.....	23
Career Services / Job Placement Services	24
Academic & Grievances	24
STUDENT ACADEMIC ACHIEVEMENT	24
Grading System	24
Grading Scale.....	24
Academic Performance Standards	24
Assignment and Communication Expectations.....	24
Interpretation of Grades	24
Incomplete Grades	25
Withdrawal Grades	25
Repeated Modules or Courses	25
GRIEVANCE PROCEDURES	25
BPPE Student Complaint Procedure.....	25
Office of Student Assistance and Relief.....	26
Conduct & Rights.....	26
STUDENT POLICIES AND PROCEDURES	26
Copyright Policy.....	26
Academic Honor Code.....	26
Social Media Policy.....	27
Dress Code Policy - College Campus and Externship Sites	28
UNIFORM POLICY WILL BE STRICTLY ENFORCED. STUDENTS WHO FAIL TO COMPLY WILL BE IMMEDIATELY REMOVED FROM CLASS OR CLINICAL SITE FOR THE DAY.	28
Illegal Drugs	28
Smoking	29
Food and Drink	29
Mobile Device Policy	29
Personal Property.....	29
Laboratory Policy.....	29
Non-Discrimination Policy	29
Sexual Discrimination	29
Consensual Relationships.....	30
Sexual Harassment	30
Racial Discrimination	31
Hostile Environment.....	31
Filing Complaints	31

Investigation.....	32
Family Education Rights and Privacy Act (FERPA) Policy	32
Clinical Requirements.....	33
Criminal Background Checks	33
Drug Testing Policy and Disclosure.....	33
Required Medical Records and Vaccinations for Externship.....	34
Required Documents.....	34
Program & Courses.....	35
PROGRAM INFORMATION	35
Name of Educational Program: Cardiovascular Sonography Certificate Program	35
Total Program Length: 18 Months	35
Classification of Instructional Program (CIP): 51.0901	35
Standard Occupational Classification (SOC) Code: 29-2031.....	35
Cardiovascular Sonography Program Courses	35
Schedule 1: Weekday Schedule	35
Schedule 2: Weekend Schedule	35
FINAL TEST OR EXAMINATION	36
COURSE TITLES AND DESCRIPTIONS	36
Course Title: AP 101 - Anatomy and Physiology.....	36
Course Title: PHYS 101 - Ultrasound Physics and Instrumentation Lecture.....	36
Course Title: PHYS 101L - Ultrasound Physics and Instrumentation Lab.....	36
Course Title: CARD 101 - Echocardiogram Lecture I.....	37
Course Title: CARD 101L - Echocardiogram Lab I	37
Course Title: CARD 102 - Echocardiogram Lecture II.....	37
Course Title: CARD 102L - Echocardiogram Lab II	38
Course Title: EXT101 - Externship I.....	38
Course Title: EXT201 - Externship II.....	38
Administration and Staff	39
Faculty and Their Qualifications	39
Website Disclosure.....	40
WEBSITE DISCLOSURE STATEMENT	40

Overview

MISSION STATEMENT, PURPOSES AND OBJECTIVES

Mission Statement

SC Healthcare College's mission is to provide quality and accessible education that prepares students for successful careers in cardiovascular sonography and related allied health professions. The institution is dedicated to hands-on training, professional integrity, and excellence in patient care. Graduates of our programs will acquire not only the intellectual knowledge and hands-on experiential skill required in their roles but will also develop the values of compassionate care that will distinguish them as both technically competent and emotionally qualified for their role in providing healthcare to their community.

Purposes:

Our educational purpose is to deliver high-quality, competency-based instruction in allied health programs that meet industry standards, licensing requirements, and employer expectations, equipping graduates with both the technical and interpersonal skills required for immediate entry-level employment.

Objectives:

The objective of SC Healthcare College is to equip students with the knowledge, technical skills, and professional values required for competency in cardiovascular sonography.

Our objectives are to:

- Develop Skills-Based Competency: Students will demonstrate the technical skills required to perform diagnostic cardiovascular sonography examinations.
- Foster Critical Thinking: Students will analyze and interpret sonographic data to support accurate cardiovascular diagnosis.
- Nurture Compassionate and Professional Practice: Students will apply ethical standards and professional conduct consistent with the cardiovascular sonography field.

CAMPUS FACILITY

SC Healthcare College is a private institution located at 1212 S. Atlantic Blvd. Unit #202, Alhambra, CA 91803, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standard. Instruction will take place at 1212 S. Atlantic Blvd. Unit #202, Alhambra, CA 91803, and at approved clinical externship sites as assigned on a student-by-student basis.

Facility Description

SC Healthcare College occupies a 1,167 square foot facility equipped with air conditioning and heating to ensure a comfortable learning environment. The campus includes modern classrooms, simulation labs with ultrasound and echo equipment, administrative offices, and student resource areas, and restroom for student and staff use. The facility meets all BPPE safety, accessibility, and regulatory standards, supporting hands-on training and academic success for all students.

Cardiovascular Sonography Program Equipment Used for Instruction

The Cardiovascular Sonography Program is equipped with industry standard ultrasound machines to support hands-on clinical training. The instructional laboratory includes cardiac ultrasound machines, such as GE Vivid 9 with #D Capabilities, GE Vivid I laptop, Philips CRX 50 Laptop, examination/procedure tables, anatomical heart and vascular models for practice. Students also have access to computers with ultrasound image review software and equipment for lecture and demonstration. All equipment is maintained in clean, safe, and fully operational condition to ensure student receive training that reflects current clinical practices and industry standards.

Equipment essential in accomplishing operations is often expensive and may be difficult to replace. When using school property, students are expected to exercise care and follow all operating instructions, safety standards and guidance.

The instructor will teach students about their responsibility for maintenance and care of equipment used in class. The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action up to and including termination.

Learning Resource Center

The Learning Resource Center provides printed reference books, College laptops, Wi-Fi access, and College-approved online learning materials to support tutoring, research, assignments, and academic skill development. Students may use these resources during scheduled tutoring sessions and other approved academic-support periods. Instructors and staff assist students with locating and using appropriate learning resources.

Book Checkout Procedure

To check out a book, the student must present a valid SC Healthcare College student identification card to an instructor or designated staff member and sign the Learning Resource Center checkout log. The log will record the book title, checkout date, and due date. Books may be checked out for a maximum of seven (7) calendar days and must be returned by the due date. A renewal requires staff approval before the due date and may be denied when another student needs the book. Students must return a checked-out book before borrowing another book and are responsible for returning materials in good condition. Lost or damaged books must be reported promptly to the College.

Hours of Operation

Administrative Offices - Office hours are Monday through Thursday from 10:00 a.m. to 2:00 p.m.

Evening Classes - Classes are offered between 5:30 PM and 9:30 PM, Monday through Thursday.

Weekend Classes - Classes are typically offered between 8:00 AM and 5:00 PM, Saturday and Sunday.

Externship - Hours are scheduled for various times Monday through Friday, and Weekends, according to the needs of the availability of the externship/clinical site. Externship hours will vary and will be scheduled by the externship site.

ACADEMIC CALENDAR

DATE	2027 OBSERVED HOLIDAYS / BREAKS
FRIDAY, JANUARY 1	NEW YEAR'S DAY
MONDAY, JANUARY 18	MARTIN LUTHER KING JR. DAY
MONDAY, FEBRUARY 15	PRESIDENTS' DAY
FRIDAY, MARCH 26	GOOD FRIDAY
SUNDAY, MARCH 28	EASTER SUNDAY
MONDAY, MAY 31	MEMORIAL DAY
SATURDAY, JUNE 19	JUNETEENTH
MONDAY, JULY 5	INDEPENDENCE DAY- OBSERVED
MONDAY, SEPTEMBER 6	LABOR DAY
THURSDAY, NOVEMBER 11	VETERANS DAY
NOVEMBER 25 - NOVEMBER 28	THANKSGIVING BREAK
DECEMBER 24 - JANUARY 3, 2028	WINTER BREAK

Regulatory

CATALOG REVIEWING STATEMENT

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834 or P.O. Box 980818 West Sacramento, CA 95798-0818, Website: www.bppe.ca.gov (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Please note, School Performance Fact Sheets are only provided to students interested in enrolling at the California campus as they are a requirement of the California Bureau for Private Postsecondary Education.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

Catalog updates

The catalog is updated annually and addendums added as needed.

Catalog Availability

The catalog is available on our website at www.schealthcarecollege.com, in print, and electronically.

Bankruptcy Statement

SC Healthcare College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) Californian Education Code §94909(a)(12).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. California Education Code §94909(a)(3)(C)

Admissions

ADMISSION INFORMATION

Admissions Policy

An Admissions Advisor helps the applicant complete the application and submit the required documents. A designated school official reviews the completed application and sends the applicant an acceptance or denial decision by email.

All prospective students shall be chosen for admission without regard to race, color, religion, gender, sexual orientation, or national origin. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

The following steps determine if the applicant is reasonably capable of successfully completing and benefitting from the programs SC Healthcare College has to offer.

Applicants must demonstrate high-school-level English proficiency in accordance with the Language of Instruction and English Proficiency policy in this catalog. Applicants who cannot provide accepted documentation of education completed in English must pass the English, reading and math portions of the SC Healthcare College Entrance Assessment.

Required documents include:

- Original High School Diploma, if applicable
- Copy of GED or recognized equivalent, if applicable
- Sealed copy of original high school transcript for students that graduated in the United States of America
- Any foreign medical degree and/or medical experience outside of U.S.A
- Identification with photo - driver license, Identification card, Passport, Visa

- Immunization records
 - Personal statement with applicant's reason for program of interest and choosing SC Healthcare College for their education.
1. Applicants must possess a high school diploma, GED, or recognized equivalent as part of the College's general admission requirements. The SC Healthcare College Entrance Assessment is not required solely because an applicant holds one of these credentials. English proficiency requirements remain applicable as stated in the Language of Instruction and English Proficiency policy.
 2. All applicants are recommended to tour the school campus site with our Admissions Advisor, who will provide details of what goes on in each lecture, lab classes and externship. During the tour, the applicants will review the program equipment and materials. Further, the Advisor will disclose the number of requests for externship preceptorship received by the institution during the immediately preceding calendar year, and the number of actual placements during that year.
 3. All applicants will receive a copy of the SCHOOL PERFORMANCE FACT SHEET for the program that she/he seeks enrollment. The Admissions Advisor will review the FACT SHEET with the applicants. The FACT SHEET contains how many students enrolled by program, completion and graduation rates, job placement rate, and wage/salary information for the associated job field.
 4. All applicants will be informed that academic units/credit earned at SC Healthcare College will most likely not be transferrable to any other institutions. SC Healthcare College has not entered into an articulation or transfer agreement with any other college or university.
 5. Before enrollment, the Admissions Advisor provides the required catalog and School Performance Fact Sheet and answers questions about program requirements:
 - ◆ Expectations that must be met to successfully complete the program - including 960 hours of externship preceptorship.
 - ◆ The physical requirements of the occupation and program of instruction
 - ◆ Cancellation and withdrawal policy
 - ◆ Refunds policy
 - ◆ STRF Protection
 - ◆ Grading system
 - ◆ financial arrangements
 - ◆ Answer any questions applicant may have
 6. Programs at SC Healthcare College may require that the applicants have proper and up-to-date immunization record that includes some or all the following vaccinations: Hepatitis B, MMR and DT vaccination, Tuberculosis (TB) and Rubella/Rubeola screening, Varicella (Titer/vaccination).
 7. SC Healthcare College may also request documentation of a complete physical examination with the last twelve (12) months and documentation of a negative TB test, or if a previous positive TB test was obtained, record of a negative chest x-ray. All applicants are mandated to provide the requisite documentation prior to starting the enrolled program.
 8. SC Healthcare College may require the applicants to have a Drug and Employment Background Check. Evidence of these must be provided prior to enrolling and starting in any program.

College Acceptance

A designated school official reviews the completed application, required documents, and assessment results, if applicable. The acceptance or denial decision is sent to the applicant by email.

SC Healthcare College maintains the authority to deny applicants and/or revoke an applicant's qualification to commence classes should they fail to fulfill all general and selective admission criteria within the stipulated period.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

LANGUAGE OF INSTRUCTION AND ENGLISH PROFICIENCY

All instruction, instructional materials, laboratory activities, and clinical training are provided in English. Applicants must demonstrate high-school-level English proficiency sufficient to understand course materials, safety directions, laboratory instructions, and clinical requirements.

How English Proficiency Is Demonstrated

Applicants may demonstrate English proficiency through one of the following:

- I. A high school diploma, GED, or recognized equivalent from an institution where English was the primary language of instruction.
- II. A postsecondary transcript from an institution where English was the primary language of instruction.
- III. A passing result on the English, reading and math portions of the SC Healthcare College Entrance Assessment.
- IV. Applicants who cannot document education completed in English must take the College's English and reading assessment at no cost.

The College does not offer ESL instruction or courses in languages other than English. Academic tutoring supports enrolled students with course content but is not ESL instruction. Applicants who need English-language development must obtain it from an outside provider before reapplying.

DISTANCE EDUCATION

Distance Education Student Assessment Policy & Procedure

Prior to enrollment, applicants who will participate in the distance education portion of the program must complete the College's Distance Education Student Assessment. The assessment is used to help determine whether the applicant demonstrates the skills and competencies necessary to succeed in a distance education learning environment.

The assessment addresses the applicant's Time Management Skills, Communication Skills, Study Skills, and Learning Styles.

The Distance Education Student Assessment contains fifteen (15) questions. An applicant must answer "Yes" to at least ten (10) of the fifteen (15) questions to demonstrate the skills and competencies expected for participation in the distance education portion of the program.

If an applicant answers "Yes" to fewer than ten (10) questions, the Admissions Advisor will discuss the areas identified by the assessment and determine whether additional clarification or support is appropriate. The assessment and the applicant's responses will be maintained as part of the admissions process.

SC Healthcare College offers a hybrid learning program that combine both in-person and synchronous distance education instruction. Lecture courses are conducted online through Zoom in real time, allowing students to interact directly with instructors and classmates. Laboratory courses and hands-on training are held on campus to ensure students gain practical clinical experience under supervision.

Distance Education Evaluation Timeline

SC Healthcare College ensures timely interaction and feedback for students enrolled in distance education courses, as the distance education portion of the program is conducted fully synchronously. The number of days that will elapse between the receipt of a student's lesson, project, or dissertation and the mailing of the institution's response or evaluation shall not exceed seven (7) business days. However, note that all homework assignments are handed in and testing is completed in person. Communication between students and instructors will be conducted through email to ensure prompt instructional response and academic support.

Instructor-Student Interaction

Instructors maintain regular and effective contact with students through multiple methods, including:

1. Live Zoom lectures held at set times for real-time instruction and discussion.
2. Email correspondence for assignment feedback and academic guidance.
3. Virtual office hours is by appointment only for a one-on-one or group support.

These communication methods ensure that all students receive the instructional support necessary for successful course completion, consistent with California Code of Regulations, Title 5, Section 71810(b) (11).

Technical Requirements for Distance Education

Students participating in distance education must have access to the following:

1. A computer or laptop with functioning webcam and microphone.
2. A stable internet connection capable of supporting live Zoom sessions.
3. Access to the Zoom platform and ability to join scheduled real-time lectures.
4. An active email account for all official communications.
5. Basic computer skills, including the ability to send and receive documents electronically.

It is the student's responsibility to ensure all technical requirements are met prior to enrollment and maintained throughout the duration of the program. Technical support resources are available through the College to assist students as needed.

Monitoring Student Progress

Faculty and administrative staff regularly monitor student participation and progress through attendance in live Zoom lectures and participation in the live Zoom discussions during lecture sessions.

If a student fails to maintain satisfactory progress, a written warning may be issued, and an academic improvement plan will be developed to assist the student in meeting program requirements.

INTERNATIONAL STUDENTS

SC Healthcare College is currently not accepting any international students from outside of the United States.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE"

"The transferability of credits you earn at SC Healthcare College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in Cardiovascular Sonography Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SC Healthcare to determine if your certificate will transfer."

Transfer of Credit Policy

SC Healthcare College may accept some completed transfer credit for coursework completed at other accredited or BPPE approved postsecondary institutions.

SC Healthcare College mandates 80% of the program credit hours be completed at our college in all circumstances where credit is granted. In cases involving students who were unable to complete their program because of a school closure, exceptions to the 20% transfer credit policy may be evaluated on a case-by-case basis to determine the total amount of transferrable units. The evaluation of transfer credit is done by the Admission Advisor and/or Director of Education. A student must submit an official transcript from an accredited postsecondary institution and corresponding course description/syllabus prior to starting their program. Unofficial transcripts will not be accepted. Courses submitted for evaluation must have a grade of "B" or better and courses that are in the 100 levels or higher. For general education and technical course credits, the course must have been successfully completed within five (5) years of enrollment at the SC Healthcare College.

Award of Credit for Prior Experiential Learning

SC Healthcare may grant credit to a student for prior experiential learning only if:

- A. The prior learning is equivalent to a college or university level of learning.
- B. The learning experience demonstrates a balance between theory and practice and.
- C. The credit awarded for the prior learning experience directly relates to the student's certificate program and is applied in satisfaction of some of the specific program requirements.

Student Request Requirements:

- Submit a resume with a detailed summary of work experience
- Submit written documentation from employer verifying a minimum of five 5 years' work experience related to the certified technical specialty.
- Submit all active registry credentials through all applicable registry organizations
- Successfully complete a Competency Placement Exam (CPE), in the form of all applicable laboratory competencies with a score of 80% or higher

- The Transfer Student must possess a current ARDMS or ARRT Registry Number.
- The Transfer student must also take a competency placement test for proof of current scanning skills and abilities. Upon completion of the requirements mentioned above, the student will receive transferability for their experiential learning.

If the experiential learning credit is awarded, the student will receive a "pass" grade on their official transcript from SC Healthcare College. Experiential learning credit will not be counted towards an applicant's cumulative GPA or count towards total credits attempted but will fulfill SC Healthcare College's program graduation requirements. Students have the right to appeal an experiential learning transfer credit evaluation decision by following the steps set forth in the Appeal Process policy. Only courses successfully completed at a postsecondary school accredited by an agency recognized by the U.S. Department of Education will be considered for transfer of credit. Transfer of credit is normally limited to the coursework within our Certificate Programs.

There are no charges to the student for the evaluation or appeal process of experiential learning transfer credit.

Articulation Agreements

SC Healthcare College does not have any articulation or transfer agreements with any other college or university.

The transferability of credit or clock hours earned at SC Healthcare College is not guaranteed and is at the sole discretion of the receiving institution. A student's credits may not transfer, and the student may be required to repeat some or all coursework at another institution.

It is the student's responsibility to determine whether credits, clock hours, or program completion certificates earned at SC Healthcare College will be accepted by another institution for admission, transfer, or credit purposes.

Internal Program Transfer

Should an internal student wish to transfer from one program to another with the institution, they must give the administration a written notice. There are no charges for a transfer based on the program of study. Transferring Students must take a specialty focused test before any credit transfer. A score of 80% or better is required for each such exam to receive credit for that specialty focused course or module. The student's training period will be reduced proportionately but not to exceed 20% of the course content. Students who are granted such credit may have their tuition reduced on a pro-rated basis.

Provision for Appeals

SC Healthcare College is committed to ensuring that all students are treated fairly in academic and administrative matters. Students who believe a decision affecting their academic standing, disciplinary status, or administrative record was made in error have the right to submit an appeal.

Appeal Submission

An appeal must be submitted in writing within 10 business days of the student receiving notice of the decision. The written appeal must include:

1. Student's full name and program of enrollment.
2. Date and description of the decision being appealed.
3. A clear statement explaining the reason for the appeal.
4. Any supporting documentation, evidence, or relevant information.

Appeals may be submitted by mail, fax, email or in person to:

SC Healthcare College
1212 S. Atlantic Blvd., Unit #202
Alhambra, CA 91803
Office (626) 653-1346
Fax (626) 380-4558
Email: schealthcarecollege@gmail.com

Review Process

Upon receipt of the appeal, the school Director will review all submitted information, which may include interviewing involved parties or requesting additional documentation. A written determination will be issued to the student within 15 business days of the appeal submission.

Disclosures

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information about the amount paid to the college. Questions regarding the STRF may be directed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Telephone (916) 574-8900 or (888) 370-7589

Email - www.bppe.ca.gov

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

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

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

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

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

Programs Preparing Graduates for a Field Requiring Licensure

California law requires that SC Healthcare College must take reasonable steps to ensure that the students are eligible for licensing if the student chooses a program that prepares them for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read licensing requirements and further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with the Admissions Advisor or a designated school official. If you choose to pursue training even though you may not be able to achieve licensure, you must

clearly indicate that and sign a release to that effect. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

LICENSURE

Licensure is not required to practice as a Cardiovascular Sonographer in the State of California.

Accordingly, there is no state licensing agency governing the practice of cardiovascular sonography, and no state licensure approval or contingent intent to approve is applicable.

The program is designed to prepare students for national professional certification (such as ARDMS or CCI) rather than state licensure. Therefore, no submission to a California licensing agency is required for this program.

Accreditation

SC Healthcare College is a private unaccredited institution approved to operate by the Bureau for Private Postsecondary Education (BPPE).

Approval to operate means compliance with minimum operating state standards and imply accreditation. This institution is not accredited by an agency recognized by the U.S. Department of Education, and students are not eligible for federal or state financial aid programs.

Certification Requirements

Certification is not required by the State of California to work as a cardiovascular sonographer. However, most employers prefer national certification.

Graduates of the Cardiovascular Sonography Program at SC Healthcare College are eligible to apply for:

- The Cardiovascular Credentialing International (CCI). Detailed information is available at www.cci-online.org
- ARDMS - Registered Diagnostic Cardiac Sonographer (RDCS). Detailed information is available at www.ardms.org

Certification is recommended for better job prospects and professional growth.

Program Completion and Certificate Eligibility Requirements

Students are eligible to receive a Cardiovascular Sonography Certificate only after meeting all program requirements:

1. Successful Completion of All Courses:
 - Didactic lectures, laboratory courses, and clinical externship.
2. Academic Competency:
 - Satisfactory performance on written exam, quizzes, lab assignments, and practical skills evaluations.
3. Clinical Competency:
 - Demonstrated proficiency in clinical skill, completion of clinical logs, and preceptor evaluations during Externship I & II.
4. Professional Conduct and Safety Compliance:
 - Adherence to clinical site policies, ethical practice, and safe patient care procedures.
5. Financial Obligations:
 - All tuition, fees, and program related charges must be paid in full.

Note: Completion of the program and receipt of the certificate does not guarantee licensure. Students are responsible for meeting any additional state or national requirements for professional certification or licensure in cardiovascular sonography.

Financial Aid Participation Statement

SC Healthcare College does not participate in any federal or state financial aid programs. Students enrolled or seeking to enroll in the Cardiovascular Sonography Program are responsible for payment of all educational costs.

The College offers interest free payment plans to assist students in meeting their financial obligations. Payments may be made in monthly installments as outlined in the enrollment agreement.

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

SC Healthcare College does not participate in any federal Title IV or state-funded financial aid programs.

Tuition & Fees

TEXTBOOKS

If you choose to buy textbooks from a different source other than the College, you must purchase the exact version used in class. Electronic books and loose-leaf books are non-refundable.

TUITION AND FEE

Registration Fee	(Non-Refundable)	\$100.00
Tuition Fee	Yes (see Refund Policy)	\$39,000.00
Supplies/Hardcopy Textbooks	(Non-Refundable)	\$1,600.00
Learning Resources Fee	(Non-Refundable)	\$1,350.00
Uniform	(Non-Refundable) after delivery	\$200.00
Graduation Fee	(Non-Refundable)	\$200.00
CPR Class	(Non-Refundable after start of class	\$75.00
Background Check Fees (each)	(Non-Refundable)	\$100.00
Student Tuition Recovery Fund (STRF) Fee	(Non-Refundable) \$0 per \$1,000 of institutional charges	\$0.00
Late Payment Fee	Conditional charge only - \$50.00 per occurrence after the five (5) calendar-day grace period; not included in the total program charges.	\$50.00 if applicable
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$42,625.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$42,625.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	

Form of Payment: Payments may be made using one or more of the following approved methods:

- Cash
- Cashier's check or money order
- Debit or credit card (Visa, MasterCard, Discover)
- Electronic bank transfer (ACH)
- Approved third-party funding (e.g., employer sponsorship, private loan, or scholarship)

PAYMENT OPTIONS

Payment Plan Agreement

SC Healthcare College offers payment plans to assist students in meeting their financial obligations. All payment plans must be approved by the Business Office prior to the start of classes.

1. Standard Payment Plan

- Total Program Cost: \$42,625.00
- Initial Payment (due at enrollment): \$5,000.00 (includes \$100.00 non-refundable registration fee)
- Remaining Balance: \$37,625.00
- Monthly Installments: 14 payments of \$2,508.33 and a final payment of \$2,508.38
- Payment Due Date: 1st day of each month
- Grace Period: 5 calendar days after the due date

- Late Payment Fee: \$50.00 per occurrence (assessed on the 6th calendar day after the due date, following the five (5) calendar-day grace period)

Student Initials: _____

2. Alternative Payment Arrangements

- Students who experience financial hardship may request a modified payment schedule. All requests must be made in writing and approved by the Director of Finance or designee. Approved arrangements will be documented and signed by both the student and the institution.

Student initials: _____

3. Delinquent Accounts

- Students who fail to make payments according to their plan may be suspended from classes or externships until the accounts are current. Certificate and transcripts will not be released until all tuition and fees are paid in full.

Tuition payment plans are offered to all students. College payment plans charge 0% interest, and no credit card fee will be charged. There is no pre-payment penalty assessed if students wish to pay their tuition balance early. Payment plan payments can also be scheduled with the student's authorization to withdraw the payment amount from students' account. Checks that are returned for insufficient funds may be assessed a fee, which varies dependent on financial institution. If tuition payments by check are returned more than once for insufficient funds during enrollment, all future payments must be paid by money order or credit card. Payment of tuition as listed on the Institutional Charges Payment Agreement is due on the date reflected on the agreement. A scheduled tuition payment that remains unpaid after the five (5) calendar-day grace period will be assessed a \$50.00 late payment fee per occurrence on the 6th calendar day after the scheduled due date. SC Healthcare College requires that a student's balance is paid in full before they are allowed to graduate.

PAYMENT COLLECTION

SC Healthcare College will make reasonable efforts to collect tuition/institutional charges due while the student is enrolled and matriculating. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. A scheduled tuition payment that remains unpaid after the five (5) calendar-day grace period will be assessed a \$50.00 late payment fee per occurrence on the 6th calendar day after the scheduled due date. The College reserves the right to utilize third-party collection services to collect outstanding balances. As applicable, balances that are 45-days overdue may be turned over to a licensed collection agency. The decision to turn balances to collection will be made based on non-discriminatory criteria. The College will not provide grade or attendance reports for students with an outstanding balance. The College will not provide subsequent enrollment, or any other student services until the student's account is in good standing.

Attendance & Refunds

ATTENDANCE POLICY

Attendance

Students that are not in the classroom (online/on-site) or at the clinical site at the scheduled start time of class or externship expectations will be considered absent for the day, forfeit any unscheduled quizzes for the absent day, and will be required to make up the theory/externship hours. The absence will be considered excused under the following circumstances but not limited to: serious illness substantiated by doctor's notes, death, or birth in the immediate family. All other absences will be considered unexcused unless solid reasons are presented in writing validating the extenuating circumstances. Students are advised to notify the Director of Education of their absence within 7 days to substantiate an absence.

Students who have been absent from class for fourteen (14) consecutive calendar days (excluding scheduled breaks between modules) will be dropped from the program. Special consideration will be given to students with extenuating circumstances.

such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Director of Education.

- ◆ Excused absences are absences that cannot be avoided and are supported by documentation. Examples would include but not be limited to emergency medical treatment, communicable illness, temporary disability, court appearances, and family emergencies. Determining an absence as excused is at the discretion of the Director of Education.
- ◆ Students should note the following:
 - 2 excused absences within 30 days-no points deducted if it is excused (must provide supporting documents). Points will be deducted if not excused. All assignments must be submitted to catch up (a minimum grade of B is necessary for the assignment to be valid).
 - 3rd absence within 30 days-(excused/unexcused) points will be deducted - All assignments must be submitted to catch up (a minimum grade of C is necessary for the assignment to be valid). Students will be placed on ASAP (Academic Success Alert Form). MUST follow the terms of ASAP to regain academic compliance status. (A minimum Grade of B is necessary for the assignment to be valid)
 - 4th absence within 60 days-students will be placed on probation and risk being dismissed from the program. Absences exceeding 20 hours without makeup will lead to probation and possible dismissal.
- ◆ While on attendance probation, students may not have any unexcused absences within that quarter. Any student on attendance probation who incurs any unexcused absences from scheduled class/clinical hours has violated the terms of probation and may be terminated from the program. Documents provided post-dismissal/termination will not be accepted.
- ◆

Tardiness and Early Departures

For In-Lab attendance:

Tardiness or leaving early is defined as being more than 15 minutes late. Any delay in returning from a break or extended time outside the lab is also considered tardy. Attendance rosters must be signed in BLUE/BLACK ink only.

For In-Class attendance:

Tardiness or leaving early is defined as being more than 15 minutes. Any minute of delay in returning from break or extended stay out of class is considered tardy as well. Attendance rosters must be signed in BLUE/BLACK ink only.

For On-line attendance:

Tardiness and leaving early is defined as being more than 5 minutes. Any minute of delay in returning from break is considered tardy as well. Student must show his or her face on the computer screen within five (5) minutes after the scheduled start.

Make-up Hours, Tests, and Quizzes

Students are required to make up all assignments and work missed due to absences. Arrangements to take tests and/or quizzes missed because of an absence or tardiness can only be made with class instructors.

Late or missing attendance in a scheduled class will be counted as tardiness or absence. Make-up hours in a clock-hour program must be done on campus. Externship hours must be completed at an assigned clinical or externship site with your clinical or externship site instructor.

Cancelled Class Policy

The institution reserves the right to cancel or postpone a class or program start date due to insufficient enrollment, unavailability of qualified instructors, facility issues, or other unforeseen circumstances.

If a class or program is canceled before instruction begins, students are entitled to a full refund of all monies paid, including the registration fee, in compliance with CEC §94898.

If a class or program is canceled after instruction has begun, the institution will provide each enrolled student with:

1. A pro-rata refund of all tuition and fees paid for the unused portion of the program, consistent with the institution's refund policy; or
2. An opportunity to enroll in a future class or transfer to another program offered by the institution, with full credit for all coursework and payments already completed, at the student's option. Pursuant to CEC §94898(b)(2), refunds due because of cancellation of a class or program shall be issued within 45 days of the cancellation date.

Leave of Absence Policy

A Leave of Absence (LOA) may be granted to students who need to interrupt their studies for personal, medical, or family reasons. The request must be submitted in writing, signed and dated by the student, stating the reason for the leave and the expected date of return.

Approval

All leave requests must be approved by the school Director or designee before the student leaves the program. In documented emergencies, retroactive approval may be granted.

Duration

The maximum allowable leave of absence is 60 calendar days within 12-month period. Only one leave of absence may be granted within this period unless unusual circumstances are documented and approved by the Director.

Failure to Return

If a student fails to return to class on the approved date of return:

- The student will be considered withdrawn from the program as of the last date of attendance prior to the start of the leave.
- The institution will terminate the enrollment and apply the refund policy according to the Withdrawal and Refund Policy section of this catalog.
- The student will be notified in writing of the withdrawal status and any refund or balance owed.
- The student must reapply for admission if they wish to return to the program after the withdrawal.

Return from Leave

A student who returns within the approved time frame will be reinstated to the same academic and financial status held at the time the leave was granted, without additional charges.

Financial Responsibility

Students receiving financial aid or third-party funding must contact the Financial Aid Office to understand how the leave may affect loan repayment or eligibility.

Recordkeeping

All documentation related to the leave of absence, including the written request, approval, and return status, will be kept in the student's academic file as required by the Bureau for Private Postsecondary Education (BPPE).

Jury Duty/Court Appearances

SC Healthcare College recognizes that Jury duty is a civic obligation for all individuals. When a student is summoned to serve, he/she should work with officials to defer service until graduation, if possible. Students should present their summons or subpoena to the Program Director as soon as possible. The Program Director will work with students to complete any course material missed, if necessary.

Termination

SC Healthcare College reserves the right to terminate students for academic, legal, ethical or safety violation of the College policies, including but not limited to:

1. Failure to maintain minimum academic progression.
2. Failure of the same course or module twice
3. Failure to adhere to clinical externship policies.
4. Failure to adhere to attendance policies.
5. Failure to meet financial obligations to SC Healthcare College.
6. Failure to return from a Leave of Absence.
7. Endangering the safety of others on campus or in the clinical setting.
8. Failure to comply with Student Conduct policy.
9. Involvement in any practice that qualifies as academic dishonesty.
10. Vandalism or abuse of campus property and/or clinical equipment.
11. Violation of patient privacy/HIPAA regulations.
12. Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises or as part of the educational program, including during externship.
13. Possession of firearms or other weapons on school premises or as part of the educational program, including during externship.
14. Engaging in any form of harassment or threatening behaviors toward students, faculty, administrators, and anyone at externship site.
15. Other incident(s) or behaviors determined to be so severe that warrants termination.

Students are at risk of termination for academic reasons are notified in writing and formally advised prior to termination. Terminated students are entitled to due process as detailed in the Appeals Process policy. Students terminated for legal, ethical or safety reasons (items in numbers 6-15)) are not eligible for re-admission to SC Healthcare College. Terminated students remain obligated for payment of the amount of tuition and fees due to the College based on the refund policy.

Satisfactory Academic Progress and Probation

Satisfactory Academic Progress (SAP) is evaluated at the end of each 12-week course or module and before placement into externship. To maintain satisfactory academic progress, a student must maintain a cumulative GPA of at least 2.0, successfully complete at least 67% of attempted credits and associated clock hours, remain on pace to complete the program within 150% of the published program length, earn a grade of at least 75% in each completed course, and successfully pass each required laboratory competency at 80% or higher. Attendance is evaluated separately in accordance with the College's published Attendance Policy.

1. Academic Probation

A student will be placed on Academic Probation when, at an evaluation point, the student's cumulative GPA falls below 2.0, the student earns less than 75% in a completed course, or the student does not achieve the required 80% laboratory competency score after the permitted remediation and reevaluation.

The student will receive written notice explaining the reason for Academic Probation, the academic standards that must be restored, and any required Academic Improvement Plan. The student will be given one evaluation period to return to satisfactory academic standing unless an earlier deadline is required because of a laboratory competency, clinical, or safety-related requirement.

2. Progress Probation

A student will be placed on Progress Probation when the student successfully completes less than 67% of the credits and associated clock hours attempted, or when the student's rate of progress indicates that the student will not be able to complete the program within 150% of the published program length.

The student will receive written notice explaining the reason for Progress Probation and the requirements that must be met to return to satisfactory progress. The student will be given one evaluation period to meet the required progress standards. Failure to meet the required standards by the next evaluation point may result in dismissal in accordance with the College's published policies.

Dismissal

Academic Disqualification Dismissal

A student is subject to dismissal for failing to satisfy the written improvement plan by the next evaluation point, failing a repeated course, failing to pass all required laboratory competencies, exceeding the maximum time frame, or otherwise meeting a published basis for dismissal. The student receives written notice and may appeal under the Appeal Process.

Appeal for reinstatement: When notified of dismissal, a student will be informed about appeal procedures, through the Counseling Division office. Any student dismissed from the institution may be suspended from enrollment for a minimum of one module.

Appeal Process

Students who wish to appeal a decision that has an adverse impact on their academic standing must submit a letter to the Campus Director/Director of Education within five (5) calendar days of the notification of the adverse academic standing. The appeal letter should describe any extenuating circumstances that the student deems may deserve further consideration. Only extraordinary circumstances, which are unlikely to recur, will be considered. The Appeal Committee, comprised of unbiased staff and faculty members, will review all appeals. The student will be provided with a written decision within ten (10) calendar days of the SCHC's receipt of the appeal. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. The Appeal Committee's decision will be final. Students reinstated upon appeal must meet the terms and conditions set out in the letter granting the appeal.

Process for Students with Denied Appeals

A student whose appeal is denied must remain out of school for six months following dismissal before requesting readmission. Readmission is not automatic. The applicant must document that the circumstances leading to dismissal have been resolved and must complete the published readmission process.

READMISSION

Readmitted Students

To be considered for readmission to the College, the former students must provide a detailed written explanation to the Dean of Education of the circumstances that caused the original withdrawal or termination and demonstrate how those circumstances have been resolved so that they can successfully continue the program of study. Applicants for readmission must complete the full admissions process and will be evaluated by a designated school official to assess retained skills. Only one readmission request will be considered and may be allowed. A final decision will be made by a designated school official.

Readmission Requirements

- Any student whose education is interrupted must re-apply to SCHC and meet all current admissions requirements for their chosen program.
- SCHC courses with an 80%, "B" or "PASS" will be accepted towards readmission. Any courses below 80%, "B" or "PASS" from the prior admission must be retaken. A student applying and accepted for readmission will join the next cohort during the course/Module in which they failed the course.
- Receive approval from a designated school official.

Readmission Procedure

- Provide a detailed written explanation to the Dean of Education explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study.
- Be evaluated by a designated school official to assess retained theory and clinical/lab skills and pass the re-admission examinations, if returning past 180 days

- Only one readmission request to a program will be considered and may be allowed.

Students who have been approved for readmission by a designated school official will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed during enrollment at SC Healthcare College. The maximum time frame will be reduced for transfer/readmitted students based upon the remaining length of the program in which they enroll. Tuition will be prorated based on the length of the program. Each student will need to meet with the Financial Department to determine financial payments.

Students that exited a program due to an approved leave of absence and/or a withdrawal, and then reenter the same terminal degree program, may be treated as a transfer student. If the structure in weeks, hours, or credits has changed between the previous program and the new program, students will be assigned transfer credits for the coursework completed in the previous program that is equivalent to the new program. Transfer credit hours will be approved by the Dean of Education.

CANCELLATIONS/WITHDRAWAL/REFUND POLICIES

Cancelation and Refund Policy

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student provides a written notice of cancellation to:

SC Healthcare College

1212 S. Atlantic Blvd., Unit #202 Alhambra, CA 91803

Email: schealthcarecollege@gmail.com

The written notice of cancellation need not take any particular form and is effective when delivered or postmarked. The school will make the refund within 45 days after the notice of cancellation is received.

Withdrawal from the Program

Student have the right to withdraw from a program at any time. To withdraw, the student must submit a written notice to the school Director. The date of withdrawal will be the date the notice is received. If a student withdraws or is terminated after the cancellation period, the student entitled to a pro rata refund of tuition charges if they have completed 60 percent or less of the period of attendance.

After the student has completed more than 60 percent of the period of attendance, no refund will be issued.

Refund Policy

If the student withdraws before completing 60 percent of the scheduled period of attendance, the school will refund on a pro rata basis the unused portion of the tuition. The refund shall be calculated as follows:

5CCR 7175(c) A pro rate refund pursuant to section 94919(c) or 94920 (d) or 94927 of the Code shall be nor less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

All refunds due will be paid within 45 days of the student's withdrawal or termination.

Non-refundable charges include:

- Registration Fee
- Books and Supplies issued to the student
- Equipment not returned in reusable condition

Return of Equipment or Materials

If the student cancels or withdraws, any equipment, books, or materials that were not issued must be returned within 10 days of cancellation for a full refund of those charges. Items that have been used or opened are non-refundable.

Add/Drop Policy

Students may add/or drop a course without penalty up to the seventh (7th) calendar day of each quarter. No course can be added after the seventh (7th) calendar day of the quarter.

Students attempting to drop a course after this time and up to 50% of scheduled class time will receive a grade of "W" (Withdraw) for the dropped course as well as all remaining classes in the term and may be subject to termination. The "W" will be included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP).

Students attempting to drop a course after 50% of scheduled class time will receive a grade of "W" (Withdraw) for the dropped course as well as all remaining classes in the term and may be subject to termination. The "W" will be calculated into the student's overall GPA and included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP).

Students must officially add and/or drop a course in person with the Registrar to complete the required paperwork. Verbal requests will not be granted.

Students adding a course will be charged the published tuition rate for the course. No refunds will be issued for courses dropped after the seventh (7th) calendar day of the quarter. Students dropping a course will be charged the published tuition rate for the course when it is repeated. Students should understand dropping courses may impact a student's Financial Aid eligibility and future scheduling.

Student Services

ACADEMIC RECORD RETENTION POLICY

Students are advised and cautioned that state law requires this educational institution to maintain school and student records for a five-year period following the student's withdrawal or completion of the program, with transcripts and completion diploma maintained permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, or other evidence of their qualifications for admission and/or ability to do post-secondary level work, copies of all documents signed by the student including contract, instruments of indebtedness and documents related to financial aid (if applicable), leave of absence documents, financial ledger/receipts, refund information as applicable, complaints received from the student, and student advisories related to academic progress.

Records will only be released to the student upon receipt of a written request bearing the student's live signature. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This policy ensures that only authorized individuals have access to specific information requested.

STUDENT SERVICES

Services to students are available to provide resource information that makes college life easier. Basic student questions, needs, and request in academics, finance, co-curricular activities can be obtained at the school campus. Students are encouraged to visit the staff with registrar requests, payment questions, and any questions regarding transportation, childcare, professional counseling services in the community, and other available information to address special concerns that may arise while attending the college.

Academic Advisement

SC Healthcare College faculty and staff are available and committed to advise students on academic challenges, and, if necessary, provide referrals to special counseling services as needed. All efforts will be made to provide a supportive environment to assist each student in maintaining progress and continuation in the program. Students will not be paid for clinical work performed at externship or any part of the enrolled academic program.

Tutorial Support

SC Healthcare College provides tutorial assistance for students experiencing academic challenges. Tutoring may include instructor guidance, remediation outside regular class time, use of College laptops and Wi-Fi, and access to College-approved online learning materials. Instructors make every effort to identify students who need assistance; students are also encouraged to request help from their instructor or Program Director. Scheduled in-person and virtual tutoring support is available during approved times.

Housing Information

Dormitory Facilities:

SC Healthcare College does not have dormitory facilities under its control and does not provide student housing. There are no on-campus or institution-owned dormitories available to students.

Housing Assistance:

SC Healthcare College has no responsibility to find or assist a student in finding housing. However, school staff may provide general information about local housing options upon request.

Local Housing Availability and Cost:

Reasonably priced housing is available near the campus location at: 1212 S. Atlantic Blvd., Unit #202 Alhambra, CA 91803.

Rental prices in the surrounding area typically range from \$1,200 to \$2,500 per month, depending on apartment size, condition, and distance from the school.

Note: Students are encouraged to make housing arrangements prior to beginning their program.

Transportation/Parking Services

SC Healthcare College prioritizes vocational training to our students through practical experiences at clinical facilities and externship sites. We encourage students to plan their transportation to these sites in advance. Please note that SC Healthcare College does not cover parking fees or transportation to these locations.

For your convenience, SC Healthcare College will provide resources to assist with your transportation needs:

- **Public Transportation:** We maintain up-to-date information on local public transit options to help you reach your designated sites efficiently.
- **Carpooling Directory:** A list of fellow students interested in carpooling is available, facilitating shared transportation arrangements for cost-effective and environmentally friendly commuting.

Graduation Ceremony

Graduation ceremonies recognize the efforts of the College's graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates from most programs who choose to participate in the ceremony have their graduation banquet and ceremony expenses already included in their tuition. A separate fee will be required for their cap and gown. Graduates must also be in good financial standing with the College to attend the ceremony.

Externship Requirements

1. Students must successfully complete all lecture and laboratory courses prior to beginning the externship.
2. Externship assignments will be made by the Program Director or Clinical Coordinator.
3. Students are responsible for transportation to and from the externship site. Traveling up to 50 miles may be required.
4. Students must comply with all site policies, including dress code, confidentiality, and professional conduct.
5. Attendance, punctuality, and performance will be monitored and evaluated throughout the externship period.

Externship Hours

Minimum total hours: 960 hours

Schedule: Typically, 32 hours per week for approximately 30 weeks

Student must complete all assigned externship hours within 6 months to satisfy program requirements.

Externship Location

Externship training is conducted at approved clinical sites affiliated with SC Healthcare College. Specific site assignments (such as hospitals, clinics, or cardiology practices) will vary based on availability and student placement eligibility. All externship locations are approved and evaluated by the institution to ensure appropriate supervision, equipment, and case exposure.

Career Services / Job Placement Services

The College provides career guidance to all graduates from its programs through the Career Services Department. These services include, but not limited to:

- Resume preparation
- Job interview preparation via career development workshops
- Employment postings
- Direct employer referrals
- Specialized job-seeking skills training.
- Job market and employment trend information
- Mock Interview with feedback
- Registry examination review courses for CCI, ARDMS, and SPI.
-

SC Healthcare College cannot guarantee employment or starting wage level upon graduation, nor can it guarantee salary level. It is the mission of the Career Services Department to provide students with job search tools and to actively maintain current employment listings. Job placement concepts are integrated into the training that includes those skills required to obtain and retain training related employment. The institution maintains and updates on a regular basis a list of current prospective employers who are routinely contacted. In addition, school staff works regularly on the placement function, including establishment of professional contacts, participation in employment and training organizations and their activities, classified advertising, and student related job placement activities. Placement assistance is provided and maintained for all graduates. **No guarantee of placement can be made.**

The scope of the College's Career Services is to provide an important contribution to the professional community by placing our most highly trained Graduates throughout varied areas of the prestigious healthcare institutions. All SC Healthcare College graduates are entitled to continuous placement services. Ultimately it is the student's responsibility to seek, register and work closely with the College's Career Services for the sole purpose of pursuing employment. While all attempts will be made to

secure graduate employment, no guarantee can be made or implied. Graduates are responsible to secure their own employment and relocation may be necessary.

Academic & Grievances

STUDENT ACADEMIC ACHIEVEMENT

Grading System

SC Healthcare College measures student achievement through letter grades and percentages. A minimum final grade of 75% is required to pass each course. Lecture-course grades are based on the graded components and weights published in the applicable course syllabus, including assignments, quizzes, participation, and proctored written examinations conducted on campus during Weeks 4, 8, and 12. The Week 12 examination is the final examination for the lecture course. Laboratory-course performance is evaluated using written competency rubrics addressing hands-on skills, safety, equipment operation, image quality, measurement accuracy, and professional conduct. Each rubric score is converted to a percentage by dividing points earned by total points possible and multiplying by 100. A minimum overall laboratory-course grade of 75% is required, and every required laboratory competency must be passed at 80% or higher. A competency below 80% is recorded as Not Yet Competent and requires remediation and reevaluation before it may be recorded as passed.

Grading Scale

LETTER GRADE	PERCENTAGE	QUALITATIVE ASSESSMENT	PASS	INCLUDED IN GPA	GRADE POINTS
A	90–100	Excellent	Yes	Yes	4
B	80–89	Above Average	Yes	Yes	3
C	75–79	Average	Yes	Yes	2
F	0–74	Fail	No	Yes	0
P	N/A	Pass	Yes	No	N/A
I	N/A	Incomplete	No	No	N/A
W	N/A	Withdraw	No	No	N/A
DR	N/A	Drop	No	No	N/A
TC	N/A	Transfer Credit	Yes	No	N/A
R	N/A	Repeat	No	No	N/A

Academic Performance Standards

Course grades are determined in accordance with the grading scale above. Students must earn a minimum course grade of 75% to receive credit for a course. Required laboratory competencies are evaluated separately and must be passed at 80% or higher. Students who do not meet these academic or competency standards are subject to the College's published remediation, Satisfactory Academic Progress, probation, dismissal, and appeal policies.

Assignment and Communication Expectations

Students are expected to complete and submit all assignments by the deadlines established by the instructor. Assignment requirements and due dates will be communicated through the course syllabus, class announcements, or other approved instructional methods. Students are responsible for attending scheduled lecture and laboratory sessions, monitoring course communications, and submitting assignments on time. Requests for extensions must be made in advance and are subject to instructor approval. Approved extensions do not change the due dates of subsequent assignments unless otherwise authorized by the instructor.

Interpretation of Grades

Grades represent the instructor's documented evaluation of student performance using the published course requirements. A indicates excellent performance; B indicates above-average performance; C indicates the minimum satisfactory level required to earn course credit; and F indicates failure to meet the minimum course requirements. Required laboratory competencies are governed by the separate 80% competency standard even when the overall laboratory-course grade is 75% or higher.

Incomplete Grades

An Incomplete (I) is a temporary grade and may not remain as a final course grade. It may be assigned only when documented circumstances prevent a student who is otherwise making satisfactory progress from completing required work by the end of the course. The College and student will document the remaining work and completion deadline. The work must be completed no later than the end of the next evaluation period unless a shorter deadline is stated in the written plan. If the work is not completed by the deadline, the I is converted to an F. An I carries no grade points while temporary, counts as attempted but not earned for rate-of-progress calculations, and does not satisfy a prerequisite.

Withdrawal Grades

A student who withdraws after attending any portion of a module or course will receive a grade of "W" for Withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. A "W" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted but not earned and will be included in the calculation of the rate of progression in determining SAP.

Repeated Modules or Courses

Students who do not achieve the minimum passing grade of 75% in a course or module are considered to have failed that course or module and must repeat it in accordance with college policy. When students repeat a failed course or module, the grade earned in the repeated course or module will be used in the calculation of the cumulative grade point average (cgpa). Both the original attempt and the repeated attempt will be counted as attempted coursework for purposes of determining satisfactory academic progress and the rate of progression. All repeated coursework must be completed with the maximum time frame established by the College's Satisfactory Academic Progress policy.

GRIEVANCE PROCEDURES

The intent of SC Healthcare College is to provide an avenue for students to resolve conflicts with faculty and/or staff, and/or another student. It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical. The process to approach the conflict as follows:

Step #1. Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.

Step #2. If the concerns are not resolved in step one, an informal discussion should take place with the instructor.

Step #3. If the concerns are not resolved in step #2, or the instructor is person in step #1, make an appointment to meet with the Program Director or designee.

Step #4. If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with the Director of Education (DOE). The student will be informed of the decision within ten (10) business days.

Step #5. If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the Campus Director. The student will be informed of the decision within ten (10) business days.

BPPE Student Complaint Procedure

A student or any member of the public may file a complaint about this institution with the Bureau for Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

Complaints may also be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798
1-800-952-5210

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

Conduct & Rights

STUDENT POLICIES AND PROCEDURES

Copyright Policy

SC Healthcare College will comply with the United States copyright law under section 106 of the Copyright Act (Title 17 of the United States Code), including all educational and library materials. The College requires that all copyrighted materials be used in conformance with applicable copyright and other laws. Downloading or distributing copyrighted materials (such as images, documents, books, magazines, music, movies, television, videos, texts, scientific and other journals, photographs and articles, etc.) without permission from the copyright holder is a violation of Federal Copyright Act. The federal judicial system has imposed fines and imprisonment against individuals found guilty of violating copyright laws.

The purpose of this policy is to officially notify all students, faculty, and employees that it is against the College's policy and Federal Law to share and/or distribute copyrighted materials. SC Healthcare College has a zero-tolerance policy for copyright violations. All employees, faculty and students, must abide the Copyright policy. Transmitting or downloading any material by use of SC Healthcare College's network, including the use of peer-to-peer (P2P), applications that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. The copying of digital copyrighted materials, such as third-party software without the express written permission of the copyright owner is illegal.

Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed or made into a derivative work without the permission of the copyright owner. A copyright notice is not mandated. One or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research. If the user requests for or later uses a photocopy or reproduction for purposes above the 'fair use' provision, that user may be liable for copyright infringement. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

SC Healthcare College may monitor the use of the College's network, including WI-FI, or utilize other technical means to attempt to detect and identify indications of copyright infringement, including unauthorized peer-to-peer file sharing. Any student, employee or faculty who engages in the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by SC Healthcare College and in conjunction with federal and state law. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq

Academic Honor Code

Academic honesty, integrity, and ethics are required of all members of the College. Students are expected to conduct themselves in a manner reflecting the values, ethics, and educational aims of the College during enrollment at the College. Academic integrity and honorable behavior are essential parts of professionalism that will be required well beyond graduation. The public, professional organizations, and accrediting bodies hold individuals in the Health Care industry to a high standard and expect SC Healthcare College to monitor the professional behavior of our colleagues. As future health care professionals, students at the College have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty, and potential patients by maintaining the highest degree of personal and professional integrity.

Students are representatives of their profession both within and outside of the academic environment. Therefore, allegations of misconduct by any student at the College will be taken very seriously. Work for which students receive credit must be the result of their original words or ideas. Academic dishonesty takes place whenever a student undermines the academic integrity of the College or attempts to gain an unfair advantage over others.

Academic dishonesty includes, but not limited to the following acts:

- Someone other than yourself completing a portion of your assignments.
- Having a reviewer make extensive revisions to an assignment.
- Copying work submitted by someone else.
- Using information from online information services without proper citation
- Cheating on quizzes and exams
- Usage of old exams to study for testing
- Using Artificial Intelligence (AI) tools to complete assignments
- Using third parties to complete an assignment.
- Falsifying sign in or sign out times for attendance.
- Operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Director of Education
- Plagiarizing any form of academic coursework.
-

The following are consequences for violating the College's Honor Code:

- * Failure of the assignment/test.
- * Failure of the module or course.
- * Termination from the program.
- * Rescinding of the Certificate.

All violations of the Honor Code are prohibited and will be reported to the Director of Education for investigation. The Administrators will decide the student's enrollment status and/or course grades resulting from substantiated reports of honor code violations. Academic dishonesty is an act that jeopardizes the quality of provided education and undervalues the genuine achievements of others. Ignoring the presence of academic dishonesty is not acceptable. All members of the College community share the responsibility and authority to challenge and make known acts of all academic dishonesty. Students, faculty, and employees are all responsible for understanding and upholding the College's Honor Code.

Social Media Policy

Social media has become an invaluable tool for connecting people, cultivating communication, and disseminating information. We recognize the importance of social media in daily life and understand our students' desire for self-expression on personal accounts. However, professionalism is expected from all faculty, employee and students at SC Healthcare College, including on all social media platforms. SC Healthcare College's social media policy, the college prohibits the following actions:

- Harassing, threatening, insulting, defaming, or bullying others.
- Threats of harm to any student, faculty or staff member, officer, or board member, including their family members or property.
- Posting comments that insult, disparage, disrespect, or defame Southern California Ultrasound Institute or its community members.
- Posting discriminatory or harassing comments that breach federal or state laws, SCHC's antidiscrimination/harassment policy, or Title IX policy.
- Infringing intellectual property laws, such as copyright, trademark, fair use, or financial disclosure laws.
- Sharing copyrighted content (text, videos, graphics, or sound files) without permission.
- Sharing trademarked content (logos, names, brands, symbols, and designs) without permission, noting that "®" signifies federal registration, while "TM and SM" indicate potential common-law rights.

- Posting photographs or videos of students, faculty, staff, or preceptors without their consent.
- Posting images or comments that violate the Health Insurance Portability and Accountability Act (HIPAA) by featuring patients or volunteers.
- Sharing vulgar, obscene, or otherwise unlawful images or comments. SC Healthcare College has the authority to enforce disciplinary measures for violating its social media policy guidelines as it deems fit and in compliance with the law. In serious cases, social media misconduct may be reported to law enforcement.

Dress Code Policy - College Campus and Externship Sites

The purpose of the dress code is to cultivate a culture and environment of professionalism and to help students in the pursuit of becoming a medical health care professional. Students are required to wear their designated uniforms and College always issued ID at all times while attending the program, on campus and at clinical sites. If the site provides organizational issued ID, student must wear at all times during externship. Denims, leggings and cargo pants are not permitted. No tops worn over a uniform or scrub is allowed.

- No opened toe and/or heel shoes, including clogs, are allowed during program attendance and at clinical sites. Sandals, flip flops, "UGG" style boots, slip-on shoes, high heeled footwear or slippers are not permitted on campus or clinical sites.
- Nails must be natural, clean and short, no acrylics. Clear or neutral polish is acceptable.
- Any form of loose jewelry is not permitted including but not limited to:
 - hanging, clip-ons and hooping earrings
 - Protruding ring
 - Necklaces
 - Loose or bracelet set with multiple bracelets.
- Body Piercings that are easily visible on the face, tongue, ears, neck or any other exposed area should be removed during school hours and at clinical sites.
- Hair needs to be clean, neat, natural color and professional in appearance. Beards and mustaches are permitted but must be neatly kept and trimmed. Long hair should be kept from the face. Both men and women with hair that is shoulder length or longer should place their hair up and away from their face for the duration of class time.
- Students must maintain good hygiene practices. Deodorant must be worn daily, and perfumes should not be worn to the clinics during the clinical education portion of the program. Other strong odors such as tobacco must be eliminated prior to arriving on campus and clinical/externship sites.
- Make-up should not be kept to a minimum and appropriate at all times.
- Tattoos are to be covered while on campus and at all clinical sites.
- No Hats to be worn on campus or at clinical/externship sites.
- All uniforms must be clean and freshly laundered and pressed as appropriate.

UNIFORM POLICY WILL BE STRICTLY ENFORCED. STUDENTS WHO FAIL TO COMPLY WILL BE IMMEDIATELY REMOVED FROM CLASS OR CLINICAL SITE FOR THE DAY.

Illegal Drugs

The use or sale of non-prescription drugs, including but not limited to marijuana, cocaine, and any stimulants and or depressants, will not be tolerated on the college campus or at any institution-sponsored functions off the premises. Any student believed to be under the influence or in possession of a non-prescribed drug will be dismissed from attending classes pending investigation of the matter. All students receive and sign the SCHC "Drug Information Supplement" and are responsible for abiding by its written material.

Smoking

The clinic and externship sites are maintaining a smoke-free environment. Smoking is only permitted in the designated areas outside the premises. No smoking is permitted in front of the main entrance to the clinic and or externship sites.

Food and Drink

Eating or drinking is not allowed in the clinic exam rooms, hallways, computer lab, skills lab and classroom unless otherwise specified. It is very important not to eat or drink near exam rooms with materials and equipment. At the fieldwork site, eating or drinking is permitted only in approved areas per clinic policy.

Mobile Device Policy

To prevent the disruption of classes, the use of mobile telecommunications such as cell phones is prohibited during class time. The disruption caused by these devices interrupt the students and the instructor's concentration and attention to coursework. For non-emergencies, students should check their messages during class breaks and between classes. If a student needs to be contacted in an emergent situation, the student's family should contact the College's main number at (626) 653-1346.

Personal Property

SC Healthcare College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to externship property.

Laboratory Policy

During laboratory time, imaging students will scan one another. Students may be required to partially disrobe for certain exam procedures in accordance with how the exam would be performed at an imaging center or hospital.

ANY UNPROFESSIONAL/INAPPROPRIATE BEHAVIOR OCCURRING IN THE CLASSROOM, LABORATORY OR CLINICAL SETTING WILL BE REVIEWED AND COULD RESULT IN DISMISSAL FROM THE PROGRAM.

Non-Discrimination Policy

SC Healthcare College will not tolerate any form of harassment by students or staff. Sexual discrimination has been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.

Sexual Discrimination

Sexual discrimination (harassment) may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual discrimination can take many forms, but most sexual discrimination falls into three categories: verbal, visual, and physical. Sex-based harassment also includes unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes and not necessarily involving conduct of a sexual nature. Some examples of behavior that may constitute sexual discrimination are:

- ◆ Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances.
- ◆ Promising a work-related benefit or a grade in return for sexual favors.

- ◆ Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.
- ◆ Sexual innuendoes, comments, and remarks about a person's clothing, body or activities.
- ◆ Suggestive or insulting sounds.
- ◆ Whistling in a suggestive manner.
- ◆ Conduct that is physically threatening, harmful or humiliating
- ◆ Humor and jokes about sex that denigrate men or women.
- ◆ Sexual propositions, invitations, or pressure for sexual activity.
- ◆ Use in the classroom of sexual jokes, stories, remarks or images in no way germane to the subject matter of the class.
- ◆ Implied or overt sexual threats.
- ◆ Suggestive or obscene gestures.
- ◆ Patting, pinching, and other inappropriate touching.
- ◆ Unnecessary touching or brushing against the body.
- ◆ Attempted or actual kissing or fondling.
- ◆ Coerced sexual intercourse.
- ◆ Sexual assault.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual discrimination. College policies may delineate additional examples.

Not every act that might be offensive to an individual or a group will be considered discrimination or harassment. Whether the alleged conduct constitutes sexual discrimination or harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurs. Discrimination does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Please note that sexual assaults may be criminal acts and as such, investigation and processing by the criminal justice system, local police, and crisis intervention centers may supersede or occur in addition to the process developed under this policy.

Consensual Relationships

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority constitutes a conflict of interest. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity. The faculty member must take steps to remove the conflict by assigning a different individual to supervise the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

Sexual Harassment

Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act as well as State discrimination laws. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the federal law.

The EEOC's guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made an implicit or explicit condition of employment.

Submission to or rejection of such conduct affects employment opportunities.

Or the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

Racial Discrimination

Racial discrimination is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Discrimination based on race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their peers.

All students are subject to this guideline. Any student found to have violated this guideline by engaging in behavior constituting discrimination will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

All employees, under the direction of the Title IX Compliance Officer, are responsible for taking reasonable and necessary action to prevent and discourage discrimination and are required to promptly report conduct that could be in violation of Platt College's institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally.

Hostile Environment

Discrimination based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcomed to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive.

Also, the following factors will be considered:

1. the degree to which the conduct affected one or more individuals' education and/or employment;
2. the nature, scope, frequency, duration, and location of incident or incidents;
3. the identity, number, and relationships of persons involved;
4. the nature of higher education.

Filing Complaints

1. Any applicant for employment or current employee who believes he or she has been subjected to harassment at SC Healthcare College or who believes that he/she has observed harassment taking place shall present the complaint to the Title IX Coordinator responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI, or Title IX of the Education Amendments of 1972. The Title IX Coordinator will notify the Vice President of Academic Affairs.
2. Complaints must be filed within 180 days of the date of the alleged discrimination. Complaints brought after that time frame will not be pursued absent extraordinary circumstances.
3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. A Sexual and/or Racial Harassment Complaint Form must be completed, signed, and submitted to the Title IX Coordinator to officially file a complaint. The complaint shall be signed by the Complainant. However, when the Complainant refuses to provide or sign a written complaint, the matter will still be investigated, and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible.
4. If the complaint does not rise to the level of harassment, the Title IX Coordinator (who will conduct the investigation) may determine to dismiss the complaint without further investigation. The Complainant should be informed of other available processes such as the informal complaint or grievance process.

Investigation

1. If the allegation of harassment is against the Title IX Coordinator, the Vice President of Academic Affairs will notify the President, and he/she will assign a college investigator to avoid a conflict of interest.
2. When the Respondent is a student, the Title IX Coordinator will investigate the complaint in compliance with the procedures outlined in this guideline. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the College's student disciplinary procedures. All documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA). To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the Complainant, Respondent, and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, to conduct an effective investigation, complete confidentiality cannot be guaranteed. However, information about the complaint should be shared only with those who have a need to know about it. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
3. A Complainant may be informed that if s/he wants to speak privately and in confidence about harassment, s/he may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, the Complainant may be given assurances that measures will be taken against the Respondent should there be retaliation against him or her. Retaliation is prohibited and should be reported to the Vice President of Academic Affairs immediately.
4. If either the Complainant or the Respondent is a student, the Title IX Coordinator should communicate the prohibition against disclosure of personally identifiable information regarding the student, based on FERPA

Family Education Rights and Privacy Act (FERPA) Policy

Federal law protects the privacy of educational records. In accordance with the Family Education Rights and Privacy Act (FERPA), students have the following rights:

- ◆ The right to review their educational records.
- ◆ The right to seek correction of the contents of these records.
- ◆ The right to a formal hearing if seeking the correction of these records.
- ◆ The right to place a note of explanation in the records if their requested correction was unsuccessful.
- ◆ The right to request disclosure of the contents of the records.
- ◆ The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-8520

Students who wish to inspect and review their records may do so by submitting a written request to the registrar. The registrar will respond within 45 days to arrange an appointment for the student to review the requested record; a college official will be present at the time of review. The College will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, default management servicer, placement verification servicer, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.

- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena. At its discretion, the College may provide "directory information" in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student's name, address, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), and participation in

Clinical Requirements

Health Insurance Portability and Accountability Act (HIPAA)/Confidentiality Policy

The Health Insurance Portability and Accountability Act (HIPAA) is a law requiring confidentiality of patient information and applies to all students and employees while on campus and during externship/clinical. Except where necessary in the regular course of business, the discussion, transmission, or narration in any form of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the student's schooling or employment is strictly forbidden. Any violation of this professional rule shall constitute grounds for severe disciplinary action, including termination.

Criminal Background Checks

All students will be required to complete a criminal history background check application upon enrolling and may also be required to undergo additional criminal background check(s) prior to clinical rotation/externship. A criminal background (misdemeanor or felony) may be the cause for denial of admission, impede placement in clinical sites and/or may be cause for a student to be denied sitting for the board exam(s) following graduation.

It is school policy to ensure that applicants to our programs are aware of potential effects and consequences of past and current criminal behaviors, including drug related, where such criminal history has the potential to negatively impact job placement, occupational licensing and/or registry certification. If you have a misdemeanor or felony conviction, you may be subject to denial of clinical/externship, employment opportunities, professional licensure or from becoming registered with a registry/certification organization. If a criminal background check is required by an externship/clinical site prior to the student being assigned to the facility, the results of that background check will be made available to the externship/clinical site. If your criminal background prevents you from being placed in an externship/clinical site or from completing your externship/clinical rotation, you will be withdrawn from the College and the refund policy will apply. If you are withdrawn after having completed over 60% of your academic program, all tuition will be considered earned, and no refund will be available to you. Students are responsible for the cost associated with criminal background checks.

Drug Testing Policy and Disclosure

Externship and clinical sites may require the College to implement mandatory student drug testing, including unannounced and/or random testing, as a condition of student participation at their externship/clinical site. Students are responsible for the cost associated with any required drug testing.

As required by your assigned externship/clinical site, you will be required to submit to a urine test to detect use of controlled or illegal substances, such as: amphetamines, cocaine, marijuana, opiates and phencyclidine. Test results are on a pass/fail basis and are kept confidential. A positive test result is grounds for termination from the College. If you wish to contest the results, you must submit to a retest within 24 hours of being informed of the positive test result. If the retest is negative, you may continue in your program. If you do not submit to a retest or if the retest is positive, you will be automatically terminated. You can appeal this termination by following the steps set forth in the school's Appeal Process Policy. Students who refuse to submit to the required drug screening test will be terminated from the College.

If you have a prescription for a controlled substance, you should provide proof of this to the College. The College will verify the prescription with your physician, which may require your submission of additional medical documentation and/or completion of an authorization form permitting the College to contact your physician. Subject to verification of the prescription as well as resolution of any concerns regarding the prescribed controlled substance's impairment of your ability to safely participate in your program, a positive drug test for the prescribed controlled substance will not disqualify you from your program.

If you have a physical or mental impairment that limits your ability to take a urine drug test, you may request a reasonable accommodation to the drug testing methodology.

To request a reasonable accommodation, please utilize the process stated in the Disability Accommodation and Grievance policy. Please be advised that the College is governed by federal and state laws in matters regarding the possession and use of controlled or illegal substances. As referenced in the College's Drug and Alcohol Policy, the possession or use of amphetamines, cocaine, opiates and phencyclidine are illegal under federal law. The possession or use of marijuana is also illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health and Safety Code section 11362.5), the Control, Regulate and Tax Adult Use of Marijuana Act (California Proposition 64), and Arizona Medical Marijuana Act (Arizona Proposition 203). A physician's recommendation and/or permitted recreational use under state law has no legal effect under federal law, and a positive drug test result for metabolites of marijuana will result in termination.

Please note that if you are withdrawn from the College after having completed over 60% of your program, all tuition will be considered earned, and no refund will be available to you. Students, who have been withdrawn due to a positive drug test, and wish to reenter, must follow the procedure outlined in the Readmission policy.

Required Medical Records and Vaccinations for Externship

To be placed into an externship site at affiliated hospitals, clinics, and other medical providers, students must provide proof of the following testing's, vaccinations, or immunizations: Current TB Skin Test(s), MMR, Hepatitis B, Varicella, Influenza (yearly). In the case of a positive TB test, the student must have a clear chest x-ray. During the course of the program, the student may be required to undergo another TB testing to keep results current. Additionally, some hospitals and clinical sites may require students to provide a physical examination and/or other mandatory immunizations.

Clinical Sites might also mandate students completing a clinical rotation at their facility to get vaccinated against COVID-19, including any boosters to protect against variants. A student's inability to meet COVID-19 vaccination requirements may impede placement in a clinical site. The College does not guarantee the placement of students that are unable to receive the vaccination into an affiliated clinical site; which may result in a disruption to the completion of the program until a site is available or dismissal from the program if the student's inability to receive the vaccination prevents them from being placed in a clinical facility. Inability to receive the vaccination may also limit employment in the field upon graduation.

Students attending clinical rotations may be exposed to potentially infectious materials and diseases, including COVID-19. According to the Centers for Disease Control, unvaccinated persons are at greater risk for contracting COVID-19, which is an extremely infectious virus that could result in severe illness and/or death. Unvaccinated students permitted to participate in a clinical rotation may require additional non-pharmaceutical interventions, such as additional personal protective equipment, for the health and safety of the clinical site community as determined by the clinical site.

Students that are not current on immunization record or who do not pass their health tests and/or physical examinations will not be accepted by the healthcare facilities for externship or nursing clinical rotations and therefore will be at risk of not completing all the requirements for graduation.

Students are responsible for the cost of immunizations, physical examinations, and the completion of forms requiring a physician's signature.

Required Documents

A current background check or Fingerprint Clearance Card, mandatory drug test, current BLS CPR card, HIPAA Certificate, copy of medical insurance card or signed waiver and resume are required prior to the externship start date

Program & Courses

PROGRAM INFORMATION

Name of Educational Program: Cardiovascular Sonography Certificate Program

Total Clock Hours Required to Complete the Educational Program: 1,728 Clock Hours

Total Program Length: 18 Months

Program Description: The Cardiovascular Sonography Certificate Program is designed to prepare students for entry-level positions a cardiovascular sonographer. Students receive comprehensive instruction in cardiac anatomy and physiology, echocardiographic techniques, Doppler principles, and hands-on practice in clinical settings. Successful completion of the full 1,728 clock hours is required to graduate and earn a Certificate of Completion in Cardiovascular Sonography.

Classification of Instructional Program (CIP): 51.0901

Standard Occupational Classification (SOC) Code: 29-2031

Cardiovascular Sonography Program Courses

SCHEDULE 1: WEEKDAY SCHEDULE

Course	Type	Schedule	Calculation	Clock Hours
AP 101	Lecture	Monday-Thursday, 5:30 PM-9:30 PM	16 hrs/week x 12 weeks	192
PHYS 101	Lecture	Monday & Wednesday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
PHYS 101L	Lab	Tuesday & Thursday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
CARD 101	Lecture	Monday & Wednesday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
CARD 101L	Lab	Tuesday & Thursday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
CARD 102	Lecture	Monday & Wednesday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
CARD 102L	Lab	Tuesday & Thursday, 5:30 PM-9:30 PM	8 hrs/week x 12 weeks	96
Externship I	Externship	40 hours/week	40 hrs/week x 12 weeks	480
Externship II	Externship	40 hours/week	40 hrs/week x 12 weeks	480
TOTAL PROGRAM HOURS				1,728

SCHEDULE 2: WEEKEND SCHEDULE

Course	Type	Schedule	Calculation	Clock Hours
AP 101	Lecture	Saturday & Sunday, 8 AM-12 PM & 1 PM-5 PM	16 hrs/week x 12 weeks	192
PHYS 101	Lecture	Saturday & Sunday, 8 AM-12 PM	8 hrs/week x 12 weeks	96
PHYS 101L	Lab	Saturday & Sunday, 1 PM-5 PM	8 hrs/week x 12 weeks	96
CARD 101	Lecture	Saturday & Sunday, 8 AM-12 PM	8 hrs/week x 12 weeks	96
CARD 101L	Lab	Saturday & Sunday, 1 PM-5 PM	8 hrs/week x 12 weeks	96
CARD 102	Lecture	Saturday & Sunday, 8 AM-12 PM	8 hrs/week x 12 weeks	96
CARD 102L	Lab	Saturday & Sunday, 1 PM-5 PM	8 hrs/week x 12 weeks	96
Externship I	Externship	40 hours/week	40 hrs/week x 12 weeks	480
Externship II	Externship	40 hours/week	40 hrs/week x 12 weeks	480
TOTAL PROGRAM HOURS				1,728

FINAL TEST OR EXAMINATION

A separate final examination is not required for completion of the Cardiovascular Sonography program. Each lecture course includes proctored written examinations conducted on campus during Weeks 4, 8, and 12; the Week 12 examination is the final examination for that course. Laboratory courses are evaluated through written competency rubrics. Students must complete all required coursework and externship hours with a minimum grade of 75% in each course and must pass every required laboratory competency at 80% or higher.

Satisfactory academic progress, scheduled lecture examinations, laboratory competency-rubric evaluations, and ongoing clinical competency assessments ensure that students demonstrate the knowledge, skills, and clinical proficiency required for program completion.

COURSE TITLES AND DESCRIPTIONS

Course Title: AP 101 - Anatomy and Physiology

Clock Hours: 192

Prerequisite: None

Method of Instruction: Online through Zoom (Face-to-Face in Real Time)

Course Description:

This course introduces students to the structure and function of the human body with a special emphasis on the cardiovascular system. Students will study the organization of the body from the cellular level to the major organ systems, including the skeletal, muscular, nervous respiratory, digestive, urinary, endocrine, and reproductive systems, as well as the heart and vascular network in detail.

Emphasis is placed on the interrelationship between anatomical structures and physiological processes essential to the human body's function, with a focus on cardiovascular health and systemic circulation. Instruction is conducted online through zoom in real time face-to-face lectures.

Evaluation Methods: Students are evaluated through assignments, quizzes, class participation, and proctored written examinations conducted on campus during weeks 4, 8, and 12. The week-12 examination is the final examination for the course. The percentage assigned to each graded component is stated in the course syllabus.

Course Title: PHYS 101 - Ultrasound Physics and Instrumentation Lecture

Clock hours: 96

Prerequisite: AP101

Method of Instruction: Online through Zoom (Face-to-Face in Real Time)

Course Description: This course introduces students to the Physical principles and instrumentation used in diagnostic cardiovascular sonography. Topics include the properties of sound waves, ultrasound transducers, image formation, Doppler principles, resolution, artifacts, and quality assurance. Students learn how ultrasound machines generate and process images, as well as how to optimize imaging parameters for accurate diagnostic results.

Emphasis is placed on the application of physics concepts to cardiovascular imaging, including the use of color flow and Doppler modalities. Instruction is conducted online through zoom in real time face-to-face lectures.

Evaluation Methods: Students are evaluated through assignments, quizzes, class participation, and proctored written examinations conducted on campus during weeks 4, 8, and 12. The week-12 examination is the final examination for the course. The percentage assigned to each graded component is stated in the course syllabus.

Course Title: PHYS 101L - Ultrasound Physics and Instrumentation Lab

Clock Hours: 96

Prerequisite: AP101 & Concurrent PHYS 101

Method of Instruction: In Person, in real-time classroom and laboratory instruction

Course Description: The Physics Laboratory component allows students to apply theoretical knowledge in a hands-on setting using ultrasound equipment. Through guided lab exercises, students practice system calibration, image optimization, artifact recognition, and measurement techniques under instructor supervision.

Emphasis is placed on linking physics concepts to clinical cardiovascular practice, ensuring students can safely and effectively operate ultrasound systems in a diagnostic environment.

Evaluation Methods: Students are evaluated through written laboratory competency rubrics, lab assignments, and instructor observation. The rubrics measure safe equipment operation, system calibration, image optimization, artifact recognition, measurement accuracy, hands-on performance, and professional participation. Rubric scores are converted to the course percentage according to the course syllabus.

Course Title: CARD 101 - Echocardiogram Lecture I

Clock Hours: 96

Prerequisite: AP101

Method of Instruction: Online through Zoom (Face-to-Face in Real Time)

Course Description:

This course introduces students to the fundamental concepts and principles of adult echocardiography. Topics include cardiac anatomy and physiology as visualized by ultrasound, basic image orientation, scanning planes, and echocardiographic terminology. Students learn to interpret normal cardiac structures and functions using 2D, M-mode, and Doppler imaging.

Emphasis is placed on understanding the relationship between anatomy, physiology, and image acquisition, as well as recognizing normal echocardiographic patterns. Student will also learn essential patient preparation, safety procedures, and the role the echocardiographer in the clinical setting.

Evaluation Methods: Students are evaluated through assignments, quizzes, class participation, and proctored written examinations conducted on campus during weeks 4, 8, and 12. The week-12 examination is the final examination for the course. The percentage assigned to each graded component is stated in the course syllabus.

Course Title: CARD 101L - Echocardiogram Lab I

Clock Hours: 96

Prerequisite: AP101 and concurrent CARD 101

Method of Instruction: Hands-on/in-person laboratory instruction

Course Description: This course provides practical, hands-on training in the basic scanning techniques used in adult echocardiography. Students will learn proper patient positioning, transducer placement, image orientation and scanning protocols using 2D, M-mode and Doppler imaging. Under the direct supervision of qualified instructors, students perform scanning exercises on peers to reinforce the concepts taught in Echocardiogram Lecture 1.

Emphasis is on developing manual dexterity, image optimization skills, and an understanding of cardiac anatomy in real-time imaging. Student will practice identifying normal cardiac structures and learn to acquire accurate echocardiographic images consistent with clinical standards.

Evaluation Methods: Students are evaluated through written laboratory competency rubrics, lab assignments, and instructor observation. The rubrics measure patient positioning, transducer placement, image orientation, scanning technique, image quality, safety, and professional conduct. Rubric scores are converted to the course percentage according to the course syllabus.

Course Title: CARD 102 - Echocardiogram Lecture II

Clock Hours: 96

Prerequisite: AP101, CARD101, CARD101L

Method of Instruction: Online through Zoom (Face-to-Face in Real Time)

Course Description: this course continues the study of adult echocardiography, focusing on advanced imaging techniques, Doppler principles, and the evaluation of cardiac function. Students will learn to identify abnormal cardiac structures and pathologies, interpret flow patterns, and correlate echocardiographic findings with clinical presentations.

Emphasis is placed on critical thinking and analytical skills to accurately assess cardiac anatomy and physiology in clinical echocardiography.

Evaluation Methods: Students are evaluated through assignments, quizzes, case-study analyses, class participation, and proctored written examinations conducted on campus during weeks 4, 8, and 12. The week-12 examination is the final examination for the course. The percentage assigned to each graded component is stated in the course syllabus.

Course Title: CARD 102L - Echocardiogram Lab II

Clock Hours: 96

Prerequisite: AP101, CARD101, CARD101L, Concurrent CARD102

Method of Instruction: Hand-On/in person laboratory instruction

Course Description: This course provides advanced hands-on training in adult echocardiography, emphasizing Doppler imaging, flow analysis, and evaluation of cardiac pathologies. Students practice acquiring standard and specialized echocardiographic views, performing M-mode, 2D, and Doppler studies, and interpreting findings under the supervision of qualified instructors.

Evaluation Methods: Students are evaluated through written laboratory competency rubrics and instructor observation. The rubrics measure scanning technique, image quality, Doppler accuracy, patient safety, completion of required lab competencies, and professional conduct. Rubric scores are converted to the course percentage according to the course syllabus.

Emphasis is placed on correlating echocardiographic findings with patient symptoms, clinical data, and other diagnostic modalities.

Course Title: EXT101 - Externship I

Clock Hours: 480

Prerequisite: Completion of all didactic and laboratory courses, including Echocardiography lecture 2 and Lab 2.

Method of Instruction: Supervised Clinical Hands-On Instruction

Delivery Mode: In-person, real time clinical training at an approved healthcare facility

Course Description: This course provides students with practical, hands-on experience in a clinical cardiovascular setting. Under the supervision of qualified clinical preceptors, students apply knowledge and skills gained in didactic and laboratory courses to real patient care.

Externship I emphasize echocardiographic imaging, patient interaction, professional conduct, and adherence to clinical protocols.

Students gain experience performing standard echocardiographic studies, documentation finding, and collaborating with healthcare team members in accordance with facility policies and professional standards. The externship reinforces clinical competence, safety, and ethical practice in preparation for entry-level employment.

Evaluation Methods: Students are evaluated through direct observation by clinical preceptors, completion of clinical competencies, logs of patient procedures, performance evaluations, and adherence to professional and safety standards.

Students are expected to complete their externship hours at a rate of 32 to 40 hours per week.

Additional, Student should maintain at least an 80% attendance rate throughout the externship program and are required to attend the hours scheduled until externship is 100% complete and must be complete within 6 months.

Course Title: EXT201 - Externship II

Clock Hours: 480

Prerequisite: Completion of Externship I and all didactic laboratory courses.

Method of Instruction: Supervised Clinical Hands-On Instruction

Delivery Mode: in person, real-time clinical training at an approved healthcare facility

Course Description: This course provides advanced clinical experience in echocardiography, allowing students to perform diagnostic procedures with increasing independence under the guidance of qualified clinical preceptors.

Emphasis is placed on advanced imaging techniques, critical thinking, clinical decision making, and professional responsibility in a healthcare environment.

Students refine their skills in performing 2D, M-mode, and Doppler echocardiographic studies, interpreting results, and communicating findings to the healthcare team. Externship II strengthens the integration of theoretical knowledge with clinical practice, preparing students for entry level echocardiography positions.

Evaluation Methods: Students are evaluated through clinical preceptor assessments, demonstration of competencies, patient procedure logs, professional behavior, and adherence to facility protocols and safety standards.

Students are expected to complete their externship hours at a rate of 32 to 40 hours per week.

Additional, Student should maintain at least an 80% attendance rate throughout the externship program and are required to attend the hours scheduled until externship is 100% complete and must be complete within 6 months.

Administration

ADMINISTRATION AND STAFF

SC Healthcare College is managed by qualified administrators and professional staff who oversee the academic, administrative, and student service functions of the institution.

NAME	TITLE
HEATHER R. MORTON, NURSE PRACTITIONER	Founder, Chief Executive Officer, and College Director
RICHIE BUI, B.S. BIOLOGY & MBA	Co-Founder, Chief Operating Officer, Admission and Student Services Director
ALEXA FAJARDO, NURSE PRACTITIONER	Chief Academic Officer
KEVIN BUI, MASTER COMPUTER SCIENCE	Director of Information Technology
MICHAEL ABBOTT, RDCS	Clinical Director

FACULTY AND THEIR QUALIFICATIONS

SC Healthcare College employs qualified faculty with at least 3 years of academic, experiential, and professional credentials appropriate to the instruction provided. The following individuals comprise the faculty of the Cardiovascular Sonography Program.

Name	Title	Degree/Institution	Professional Credentials	Courses Taught
Hope Le Bui	Program Director and Cardiovascular Program Instructor	Cardiovascular Sonography Credential	RDCS (AE & PE)	Cardiovascular Sonography Program
Melina Lavihim,	Cardiovascular Program Instructor	Cardiovascular Sonography Credential	RDCS (AE)	Cardiovascular Sonography Program
Maryann Collier, Substitute	Cardiovascular Program Instructor	Cardiovascular Sonography Credential	RDCS (AE)	Cardiovascular Sonography Program

Website Disclosure

WEBSITE DISCLOSURE STATEMENT

SC Healthcare College maintains an official website to provide public access to institutional and consumer information required under the California Private Postsecondary Education Act of 2009 and title 5 of the California code of Regulations.

The College's official website is: www.schealthcarecollege.com

In compliance with California Education Code (CEC) §94913 and 5 CCR §74117, the following information is prominently displayed and publicly accessible on the College's website the following:

1. Institutional Information
 - ◆ The school's name, physical address, and telephone number.
 - ◆ A list of all educational programs offered, along with the certificates or diplomas awarded.
2. Public Disclosures
 - ◆ The most recent School Catalog (available to download in PDF format).
 - ◆ The School Performance Fact Sheet for each educational program.
 - ◆ The most recent Annual Report submitted to the Bureau for Private Postsecondary Education (BPPE).
 - ◆ A direct link to the BPPE's official website: <https://www.bppe.ca.gov>
3. Consumer Advisory Statement
 - ◆ Prospective students are encouraged to review this catalog prior to signing an enrollment agreement and are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

All required information is publicly accessible on the website and does not require a password or login.

The institution shall update the information on its website whenever changes occur and no later than 30 days after a material change.