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MEDICAL TRAINING SCHOOL

Diagnostic Medical Sonography (DMS) Handbook 2026

480 Lordship Blvd, Stratford, CT – 06615
www.aiht.edu

We recommend you use this DMS program handbook for general information about our programs and school policies. This catalog by no means constitutes a contract and is subject to revision at the discretion of the school.

August 2026

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Message from the President

Welcome to the American Institute of Healthcare and Technology! Your decision to enroll in AIHT represents a new beginning in the field of allied health science. I am very positive that you have made the right decision to start with us! This is just the commencement of your bright future. The famous inventor of all times, Thomas Edison said, “The three greatest essentials to achieve anything worthwhile are: Hard Work, Stick-to-itiveness and Common Sense”. Thus, with unfaltering commitment, hard work, and determination, each day you will move closer to achieving your goals and the family of AIHT will ensure to help and guide you through this journey.

Our goal at AIHT is to offer students quality education and empower them with the knowledge, values, and skills to be a successful healthcare professional in the future. Our institute seeks to engage and maintain a diverse faculty and student body that meets the school’s academic goals and objectives. We have also ensured to constantly update our curricula to match the changing needs of the industry.

Make the most of the time you spend here with us at AIHT. I look forward to helping you in future and making your vision a reality.

I wish you the very best for this new career path and in your future endeavors!

Ravish Shah, President

Message from the DMS Program Director

Welcome to the Diagnostic Medical Sonography (DMS)Program at American Institute of Healthcare and Technology (AIHT Education)! Congratulations on your acceptance to our program! Sonographers must possess many skills to provide quality diagnostic exams. What we do is a very important part of a patient's diagnosis.

We are committed to providing you with the tools to become an amazing Diagnostic Medical Sonographer. But this journey begins with you and your dedication to learning! Together we will work as a team to achieve this goal.

This handbook has been designed to assist you with the necessary information that will help guide you and your responsibilities in the program.

We look forward to having you in the program. If you have any questions, please feel free to reach out to me.

Wishing you all the best on your journey!

Robin Coppola, M.S
RDMS (Ab, Br, Ob/Gyn), RVT
Program Director

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Introduction

The American Institute of Healthcare & Technology (AIHT Education) was founded in Connecticut in 2011 by a team of healthcare and information technology professionals. The institute's mission is to provide high-quality education and practical training that prepares students to be competent, ethical, and patient-centered professionals ready to succeed in the healthcare field.

AIHT Education emphasizes not only academic knowledge but also career and life skills essential for professional success. This commitment ensures that graduates are well-prepared for rewarding careers in allied healthcare and for meeting professional standards required in their chosen fields, including Diagnostic Medical Sonography.

Mission, Program Goals, and Student Learning Outcomes

Program Mission

The mission of the Diagnostic Medical Sonography (DMS) Program at the American Institute of Healthcare and Technology (AIHT Education) is to prepare competent, ethical, and patient-centered entry-level sonographers in the cognitive, psychomotor, and affective learning domains. Graduates are equipped to perform high-quality diagnostic imaging, communicate effectively, demonstrate professionalism, and pursue national credentialing and workforce readiness.

Program Goals

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography - Extended Concentration.

Students will:

1. Develop clinical and technical competency in performing abdominal and small parts diagnostic ultrasound examinations.
2. Promote foundational knowledge in anatomy, physiology, pathology, and sonographic principles.
3. Cultivate professionalism, ethical behavior, and patient-centered care.
4. Develop compassionate communication skills.
5. Foster critical thinking and clinical decision-making in diverse patient scenarios.
6. Be prepared to take national credentialing examinations and workforce readiness.

Student Learning Outcomes (SLOs)

Graduates will be able to:

1. Perform diagnostic ultrasound examinations safely, efficiently, and accurately.
2. Identify, evaluate, and document normal and abnormal anatomical structures and pathologic findings.
3. Optimize ultrasound equipment and apply proper scanning techniques.
4. Demonstrate professionalism, integrity, and emotional composure.
5. Communicate effectively with patients, peers, and healthcare team members.
6. Function as responsible, collaborative members of the healthcare team.

Program Overview

Program Length & Format

- Total Clock Hours: 2,440 hours
  - Didactic Instruction: 950 hours
  - Clinical Lab Training / Externship: 1,490 hours (including 800 hands-on clinical hours)
- Duration: Approximately 98 weeks
- Format: Hybrid (Online & In-Person)

Curriculum

The program combines classroom instruction, lab practice, and supervised clinical education. Modules include:

- Medical Terminology
- Anatomy & Physiology
- Ultrasound Physics
- Scanning Modules: Abdomen, Small Parts, Vascular, Obstetrics & Gynecology

Program Objective

To prepare skilled, entry-level sonographers with a strong foundation in diagnostic medical ultrasound principles, instrumentation, and imaging techniques, enabling graduates to perform accurate diagnostic procedures while demonstrating professionalism, patient-centered care, and critical thinking.

Student Experience

Students gain hands-on experience through lab practice and clinical rotations at affiliated healthcare sites. Externships allow students to apply classroom knowledge to real-world patient

care, perform diagnostic imaging under supervision, and develop essential professional skills such as communication, problem-solving, and teamwork.

Professional Credentials

Associate Degree Graduates: Eligible to pursue ARRT certification upon graduation. After obtaining ARRT certification and meeting ARDMS prerequisites, graduates may apply to sit for ARDMS examinations, which are required or preferred by most employers.

Bachelor's Degree or Higher Graduates: Eligible to apply directly for ARDMS certification upon graduation, provided all ARDMS prerequisites are met.

Employment Opportunities

Graduates are prepared for employment in hospitals, outpatient centers, and radiology practices. Typical responsibilities include:

- Performing sonographic examinations
- Recording and evaluating anatomical and pathological findings
- Maintaining and operating sonography equipment
- Supporting clinical workflow and collaborating with healthcare teams

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Learning Domains & Graduation Competencies

The program educates students across three primary learning domains: cognitive (knowledge), psychomotor (skills), and affective (professionalism).

Cognitive Competencies

- Apply knowledge of anatomy, physiology, and pathology to obtain diagnostic-quality images.
- Explain the indications, contraindications, and clinical relevance of sonographic exams.
- Interpret and critique images for diagnostic quality and accuracy.
- Understand and apply medical, legal, and ethical principles.
- Correlate patient history, lab values, and clinical presentation with sonographic findings.

Psychomotor Competencies

- Perform accurate and safe diagnostic sonographic examinations.
- Operate ultrasound equipment and optimize image acquisition.
- Produce accurate preliminary reports and appropriately label images.
- Demonstrate infection control, ergonomics, and patient safety practices.

Affective Competencies

- Communicate effectively and compassionately with patients, families, and healthcare team members.
- Demonstrate professionalism, ethical behavior, and accountability.
- Apply critical thinking and sound decision-making in clinical environments.
- Accept and apply constructive feedback to improve performance.
- Respect cultural, age-related, and individual differences among patients.

This curriculum aligns with CAAHEP standards, ensuring graduates meet entry-level competencies in knowledge, skills, and professional behavior.

License/Registry Exam Disclaimer

In most states, there are no state or national licensure requirements for sonographers. It is strongly recommended that becoming certified will increase a sonographer's opportunities in gaining employment and advancing in the Diagnostic Medical Sonography field. The DMS Program at AIHT Education prepares its graduates to take the American Registry of Diagnostic Medical Sonography credentials (ARDMS) and the American Registry of Radiologic Technologists Sonography Primary Pathway Exam (ARRT).

Certification or License exam requisites are stipulated by the respective agencies and are subjected to variations from time to time by the agencies without notice to AIHT Education. Therefore, AIHT Education cannot promise eligibility for graduates to take certification exams.

The contents for testing are entirely in the hands of the agency and AIHT Education cannot guarantee success for its students. However, AIHT Education will help students in such endeavors to achieve the best results. Becoming eligible or passing a registry/ licensing exam is dependent upon the relevant agency's protocols and individual effort. Eligibility requirements are subject to change without notice to AIHT Education. It is student's responsibility to determine his/her own eligibility, and, if eligible, it is also student's responsibility to register for the examination (s), and success on any certification/licensing exam is not guaranteed. No representative of AIHT Education has promised certification/license eligibility.

Key Personnel and Contact Information

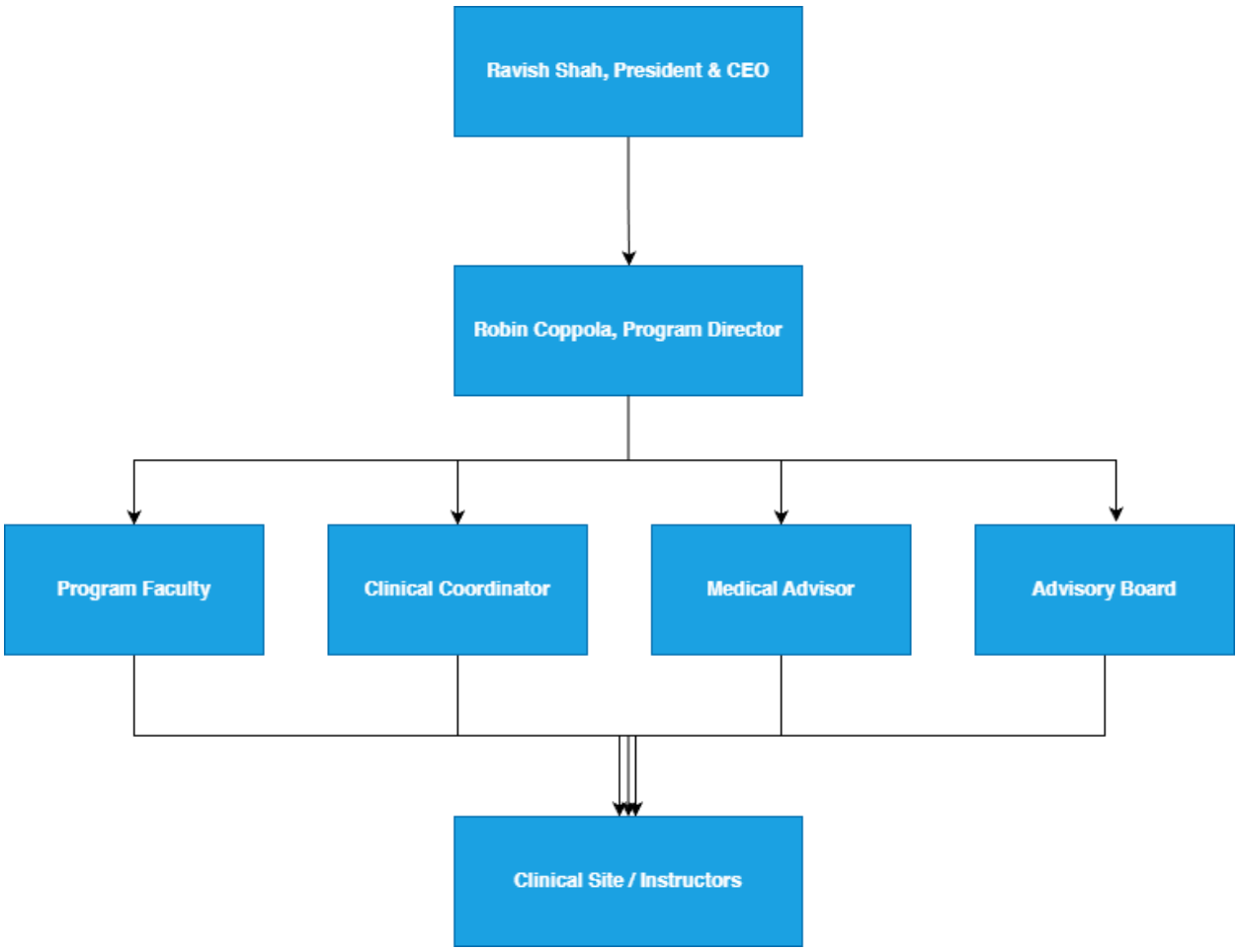
President and CEO
Ravish Shah, MS
rshah@aiht.edu

Program Director and Faculty
Robin Coppola MS, RDMS (AB, OB/GYN, BR), RVT
rcoppola@aiht.edu

Clinical Coordinator
Madison Cooney, RDMS (AB)
mcooney@aiht.edu

Director of Enrollment and Student Support
Lauren Kappel, BS Business Administration
lkappel@aiht.edu

DMS Organizational Chart



- Medical Advisor provides guidance on medical content and clinical relevance.
- Clinical Coordinator manages clinical education and affiliate site communication.
- Faculty support didactic and lab education.
- Clinical Instructors supervise students at each externship site.

Advisory Board

The Diagnostic Medical Sonography Program maintains an Advisory Board made up of clinical professionals, employers, graduates, faculty, and medical advisors. The committee meets at least once per year to review program goals, curriculum, clinical training, and student outcomes. Its purpose is to ensure the program remains current, relevant to industry standards, and aligned with accreditation requirements.

The duties of the Advisory Board include:

- Determine workforce issues and community needs.
- Program development and evaluation.
- Review program curriculum content to ensure that educational, workforce or community needs, and industry standards are being addressed.
- Assist in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.
- Suggest new methodologies and programmatic changes to keep the program current with industry standards.
- Promote the program within the community.
- Secure internships/externships and clinical opportunities for students.
- Review safety policies as they relate to industry standards.
- Provide instructional assistance through guest lectures and/or demonstrations.

Authorization and Accreditation

Our campus has been authorized by the Office of Higher Education, State of Connecticut since 26th October 2012. AIHT Education is accredited by MSA-CESS (Commission on Secondary Schools of the Middle States Association of Colleges and Schools) to award certificate programs. The MSA-CESS is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) located at St. Leonard's Court 3819-33 Chestnut St, Suite 310 Philadelphia, PA 19104.

Admission Policies

Admission Requirements

Prospective students will be considered for admission to the Diagnostic Medical Sonography Program if they meet the following criteria and complete all required steps:

Education

- Associate or bachelor's degree from a U.S. Department of Education-accredited institution.
- If the degree was earned outside the U.S., a credential evaluation must be provided showing equivalency to at least an associate degree.

Entrance Exam

- Score of 18 or higher on the Wonderlic Scholastic Level Exam (SLE-Q).
- More information: Wonderlic SLE-Q Guide

Statement of Purpose

- A 2-page, double-spaced essay describing the applicant's interest and goals in Diagnostic Medical Sonography.

Interview

- An in-person or virtual interview with the Program Director.

Pre-Requisite Courses

Accepted students must successfully complete the following pre-requisites before beginning the program:

- English 101 – English Composition
- MAT 101 – College Algebra
- PHY 101 – Physics
- Certified Nurse Assistant (CNA) – Students may complete this at AIHT Education or another recognized facility. Students with equivalent patient care certification or licensure or previous experience may request a waiver.

CNA Waiver Information

The Certified Nurse Aide (CNA) course is a required component for all applicants seeking admission. However, there are exemptions available for individuals who have successfully completed specific direct patient care programs or experience. These programs include:

- Registered Nurse (RN)
- Licensed Practical Nurse (LPN)
- Radiologic Technologist (RT-R)
- Paramedic
- EMT-Basic
- Respiratory Therapist
- Surgical Technologist
- Medical Assistants
- Prior experience in the medical field with direct patient care

CNA training is vital as it provides candidates with essential patient care skills that are crucial for success in the DMS Program. This training not only familiarizes individuals with the healthcare system but also allows them to assess their comfort level when working with patients who are unwell. Such early exposure is instrumental in guiding informed career choices within the healthcare field.

In the state of Connecticut, CNA training adheres to a standardized curriculum mandated by the state, ensuring uniformity in testing and the number of required training hours. The program consists of a total of 120 clock hours, which breaks down into 100 hours of lecture and lab work, along with 20 hours dedicated to clinical rotation (externship). This structure makes the training relatively concise.

For applicants interested in obtaining a waiver for the CNA requirement, it is necessary to provide proof of licensure, submit a current resume, and employment verification history.

See Appendix for CNA Waiver Form.

Note: It is recommended that all pre-requisites are completed prior to acceptance.

Geneva-Portage Option:

- AIHT Education has partnered with Geneva College and Portage Learning to provide pre-requisite courses online.
- Courses are self-paced and asynchronous.
- More information: Geneva-Portage AIHT Courses

Enrollment Requirements

After meeting admission criteria and completing pre-requisites, students must complete the following to officially enroll:

1. Enrollment Application with a non-refundable $125 registration fee.
2. Physical Health Form completed by a primary care provider.
3. Valid Picture ID.
4. Proof of Vaccinations – Students must provide documentation of all required immunizations or submit an approved exemption form. Only medical or religious exemptions are accepted.
5. Copy of Diploma or Official Transcript.
6. Background Check & Drug Test (Cost: $90, not included in program tuition). Order here: ViewPoint Screening
7. Active CPR Certification valid for the entire program, including clinical rotations.
8. Signed Understanding of Technical Standards – Students must acknowledge and sign that they meet the physical, cognitive, and professional abilities required to safely perform sonographic procedures.

Clinical Externship Requirements

- Students are required to update their background checks, drug testing, and any clinical site-required vaccinations prior to beginning their clinical externship.
- The Program Director may require additional background checks or drug tests at other points in the program if deemed necessary.
- Students are responsible for the cost of any additional requirements; AIHT Education does not cover these expenses.

Physical Activity and Technical Standards

Students in the Diagnostic Medical Sonography Program must demonstrate the physical, intellectual, behavioral, and social capabilities necessary to safely and effectively perform clinical duties.

Physical/Activity Requirements

- Excellent communication skills (oral and written) with instructors, peers, and patients
- Gross and fine motor skills sufficient to lift and transfer patients (up to 25 per day) and lift/move objects up to 50 pounds routinely
- Ability to work on feet ~80% of the time and operate healthcare equipment and computers

Intellectual Requirements

- Conceptual, integrative, and critical thinking abilities
- Ability to measure, calculate, analyze, and apply problem-solving skills in clinical settings

Behavioral and Social Attributes

- Interpersonal skills to interact effectively with patients, families, and healthcare team members from diverse backgrounds
- Emotional stability to maintain composure under stress and develop rapport with patients and colleagues

Technical and Health Standards for Diagnostic Medical Sonography

Technical Standards

- Stand and walk for 85% of work time
- Reach up to 6 feet off the floor
- Read and apply instructions from charts, notes, and records
- Lift up to 50 pounds, including overhead
- Finger dexterity and fine motor skills to perform sonographic procedures
- Hear, understand, and respond to instructions in person, by phone, or in writing
- Work effectively in noisy or interrupted environments
- Distinguish colors on equipment and patient conditions
- Safely use equipment (locks, IV pumps, stretchers, etc.)
- Apply critical thinking to obtain clinical history and correlate findings
- Demonstrate comprehension, problem-solving, reasoning, analysis, and self-expression

Health Standards

Students must demonstrate consistent emotional, mental, and physical health to:

- Meet the demands of clinical procedures and patient care.
- Exhibit respectful and effective social interactions with patients, families, and coworkers.
- Maintain personal hygiene appropriate for patient care settings

Admission Process

The prospective student(s), who come for an inquiry to the school, meet with personnel from admissions department for a detailed discussion on the program the student is interested in. The admissions department also guides the prospective student(s) on available financial assistance.

The prospective student(s) is also given a campus tour at the end of the meeting. During the initial meeting, once the Enrollment Assistant determines the initial eligibility of the candidate to apply for the program, the student is advised to appear for the school entrance test. The student has the option to take the test on the same day or at any other date by appointment. Upon passing the entrance test, the student is advised to complete the rest of the enrollment process.

Transfer of Credit(s)

Students may transfer credit hours/ clock hours from other institutions considering they have completed the same or similar course(s) within the last 3 years from other institutions with a grade point average of (2.0) or higher and that the course is part of the requirements of a program offered by AIHT Education. The prospective students will be required to submit a completed credit waiver form along with a copy of the transcript. The form is available online or can be requested at the admissions office. The student must also submit the course outline or description of the course(s), if asked, by the AIHT administration.

If the transfer of credit(s) or clock hours is accepted, it will be used towards completion of the program and the student will be given a tuition and fees waiver accordingly. The school will accept all credits/hours except the core module(s) and externship credits/hours.

The Director of Enrollment and Student Support will review the copy of the student's transcript to determine if the waiver be granted. Transfer of credit hours/ clock hours is not guaranteed and will be granted depending on the type, length, and correlation of content to the course being evaluated. In any case, the decision of the Director of Enrollment will be final. The waiver, if given, will also be documented in the enrollment agreement.

The school will also assist students if they need to transfer out. In case the student needs to transfer out, he/she should submit the request with student services. The school will assist students in providing the grade card, transcript, syllabi, and/or course outlines, if needed. However, the students need to understand that the decision to accept the transferred credits/hours depends on the receiving institution and AIHT does not guarantee the acceptance of its credits/ hours in another institution.

Please refer to the Program course description to know whether a module is a core module or not.

Financial Policies and Arrangements

Tuition Information

Program Name	Hours	Reg. Fees	Books	*Other	Tuition	Total
Diagnostic Medical Sonography	101.0 Credit HRS	$125.00	$750.00	$1000.00	$34,500.00	$36,375.00

Cash, Check, Money Order or Credit card accepted.
For lab supplies, uniform(s) and externship costs (if applicable)

Financial Arrangements

Students may apply for federal financial aid to fund their tuition and fees. You can apply for FAFSA (federal financial aid) using this link: https://studentaid.gov/h/apply-for-aid/fafsa School Code: 042790
The school offers in house 'NO INTEREST' payment plans options depending on individual student needs. Please meet with our Financial Assistance team to learn about the payment plan options. The school also works with a private student loan company; 'Meritize', where students can apply for a student loan. Please go to their website to learn more http://www.meritize.com/.

General Default Management Policies and Procedures

The student that does not adhere to the payment plan schedule is considered a defaulter. A Student may be terminated for non-payment. If the student fails to adhere to the payment plan, the student may be issued a verbal warning. If the student still fails to fulfil the financial obligations, then he or she will be issued a written warning; providing information on what amount is to be paid and when. However, if the student still fails to clear his or her financial obligations, then the student will be terminated from the school. Monies owed that are three months past due are turned over to a collection agency, and a collection fee is added to the monies owed.

The process of collection involves determining which students are delinquent, notifying each student of outstanding debt and offering a repayment agreement option, reporting the student to the credit bureau if the monies owed are not paid, monitoring payments, and reporting full

payment of delinquent accounts to the appropriate credit bureaus on a quarterly basis. A student who has delinquent tuition and fees will not be allowed to return to the school at a later time.
If the student financial account shows monies owed that are not paid by the due date or remain uncollected will be prevented from receiving the school's services, including registering for class, obtaining official transcripts and/or letter of completion/verification.

Cancellation and Refund Policy

Refund Policy in case of Cancellation:

- If an applicant is rejected for enrollment, a full refund of all monies paid will be made to the applicant, except for the nonrefundable registration fees.
- If AIHT cancels a program subsequent to a student's enrollment, a full refund of all monies will be made to the student, including the nonrefundable registration fees.
- If a student cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the nonrefundable registration fees.

Refund Policy in case of Withdrawal or Termination:

- A student may withdraw from the program at any time with or without notification. Notification of intent to withdraw could be made to the School Administration either via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

Within each academic year:

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed $1,000 then school will withhold no more than $1,000.00.
- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of $1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

Note 1 – School will consider a partial week the same as whole week completed, if the student was present at least one day during the scheduled week.
Note 2 – Books and Supply charges incurred during the portion of the program attended by the student are non-refundable.

Refund Due Dates:

If a student never attends class (no-show) or cancels the agreement prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45)

calendar days from the documented date of determination (DOD). Date of Determination (DOD) is the date the student gives in written or verbal notice of withdrawal to the school or the date the school terminates the student, by applying the school's attendance, conduct, or Satisfactory Academic Policy (SAP).

If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

The school will generate a refund calculations sheet for each student who cancels, withdraws, or terminated from the program. Students with a student loan are responsible for notifying the loan institution of class cancellation, withdrawal or termination.

Return of Title IV Funds (R2T4)

Information for students who receive federal financial aid from Title IV funds:
This policy shall apply to all students at AIHT Education who receive federal financial aid from Title IV funds and who totally withdraw, take a leave, drop out or stop attending all classes without officially withdrawing.

Federal regulations require that when you officially withdraw from the institute or stop attending your classes that the amount of Federal Title IV Financial Aid assistance that you have "earned" up to that point must be calculated using a pro-rata formula. Other aid, such as state grants and outside scholarships will be returned as specified by the grantor. If you received more Federal Financial Aid than you earned, the excess funds will be returned on your behalf by the institute to the program in which you received aid. In many instances this will leave you owing the institute.

Refund of Charges
Within each academic year:

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed $1,000 then school will withhold no more than $1,000.00.
- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of $1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

Upon completion of the "Exit Notification and Leave of Absence Form", the Financial Aid Office will perform the return calculation. You will then be notified by the Financial Aid Office of your pro-rated charges, any adjusted aid and if there is any outstanding balance with the institute. You are responsible for making payment arrangements with the Financial Aid Office.

Refund Policy in case of Failing Grades:

Per federal regulations a student who receives all failing grades for his/her semester classes will be subject to the Return to Title IV policy. A student whose attendance is documented past the 60% mark will not be subject to the Return to Title IV policy.

The Financial Aid Office encourages you to read this policy carefully. Please contact the Financial Aid Office to discuss how your withdrawal might affect your financial aid and your possible repayment.

Refund Policy in case of Withdrawal or Termination:

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. If a student unofficially withdraws (meaning the "Exit Notification and Leave of Absence Form" was not completed) and **AIHT Education** had no knowledge that a student stopped attending classes, the aid will be calculated as of the last date of attendance (LDA) at a documented academically related activity.

"Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Subsidized and Unsubsidized Student Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Perkins Loans.

A student's withdrawal date is:

- The date the student reported on the "Exit Notification and Leave of Absence Form" or officially notified the institution of intent to withdraw; or
- The midpoint or later date of the period for a student who stops attending all classes without notifying the institution; or
- The student's last date of attendance at a documented academically related activity. The amount which must be returned by the school to Title IV programs is calculated using the federal policy calculation.

Below mentioned process is followed when determining the funds to be returned:

1. Identify Appropriate Withdrawal Date
2. Identify Percentage Earned of Title IV Aid
3. Identify Percentage of Unearned Title IV Aid
4. Identify Title IV Aid to be disbursed
5. Identify Title IV Aid Disbursed
6. Identify Title IV Aid to be returned
7. Identify Amount Institution must return

Funds Returned by Program:

Unearned Title IV aid shall be posted on the student ledger for return to Title IV aid and will be submitted for refund. The school will return the funds to the Title IV programs (sources) in the order in which they appear on the R2T4 worksheet.

Processing Timeframe:

The applicable refunds for students who withdraw from school will be processed within 45 days from the Date of Determination *(DOD)*. The DOD is based on the payment period from which the student withdrew.

Post Withdrawal Disbursement:

If a student does not receive all the funds earned, per Return of Title IV calculation, the student may be due a post-withdrawal disbursement (PWD). Eligibility depends on required federal conditions. If PWD includes loan funds, students shall be notified promptly of their eligibility and requested to consent to disburse loan funds within 14 days of the written notification. The amount of PWD shall be applied to eligible unpaid program costs. The balance, if any of the PWD amount over eligible program costs shall be paid to student via check. R2T4 refunds and/or PWDs shall be recorded on Student's ledgers. The student ledger shall also be updated for adjustment of fees as per the Institution's Tuition Refund Policy and a copy of the student ledger shall be mailed to students.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned by AIHT Education from the student's account to the appropriate programs in the following order:

- Direct Unsubsidized Student Loan
- Direct Subsidized Student Loan
- Perkins Loan
- Direct Grad PLUS Loan (graduate students only)
- Direct PLUS Loan (parents of dependent students)
- PELL Grant
- SEOG
- TRIO Grant
- Other Title IV programs

Administrative Policies

Non-Discrimination / Civil Rights Statement

AIHT does not discriminate against people on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975).

Accommodations for Students with Disabilities

AIHT is committed to providing reasonable accommodations to qualified students with documented disabilities in accordance with applicable federal and state requirements. Accommodations are intended to provide equal access while maintaining academic standards, essential program requirements, technical competencies, and patient safety.

Technical Standards
Students in the Diagnostic Medical Sonography (DMS) Program must be able to:

- Stand and walk for approximately 85% of work time.
- Reach up to 6 feet off the floor.
- Read, understand, and apply information from charts, records, and instructions.
- Lift up to 50 pounds, including overhead.
- Demonstrate the fine motor skills necessary to perform sonographic procedures.
- Hear, understand, and respond to instructions through appropriate communication methods.
- Work effectively in environments that may be noisy or interrupted.
- Distinguish colors when required for safe and effective performance.
- Safely operate sonographic and related patient-care equipment.
- Apply critical thinking to obtain clinical history and correlate findings.
- Demonstrate comprehension, problem-solving, reasoning, analysis, communication, and self-expression.

Reasonable accommodations may be provided for qualified students with documented disabilities. Accommodations cannot eliminate essential program requirements, fundamentally alter academic or clinical competencies, or compromise patient safety.

Student Responsibilities

- Students requesting accommodations must self-identify and submit a completed **Disability Accommodation Declaration Form** with appropriate supporting documentation.
- Documentation should generally be current and provide sufficient information regarding the disability or condition, relevant functional limitations, and recommended accommodations.
- Previous IEPs, 504 Plans, or accommodation plans may be considered as supporting documentation but do not automatically establish accommodations at AIHT.
- Students are responsible for communicating approved accommodations to instructors and following program and clinical site requirements.
- Students must continue to meet all essential academic, laboratory, clinical, technical, and safety requirements.

Accommodations
Accommodations are individualized based on the student's documented needs and may include reasonable adjustments to testing environments, testing time, assignment deadlines, or instructional strategies.

Approved accommodations may be implemented in didactic, laboratory, and clinical settings when appropriate. Clinical accommodations must also comply with applicable clinical site policies and requirements. Laboratory and clinical accommodations must maintain essential competencies, program requirements, and patient safety.

Accommodations approved by AIHT may differ from those available through clinical sites, future employers, or credentialing examinations such as the ARDMS. Students are responsible for following the accommodation procedures and requirements of the applicable clinical site, employer, or credentialing organization.

Confidentiality
Disability documentation and accommodation records will be maintained securely and confidentially. Information will be shared only with personnel who need the information to implement or monitor approved accommodations.

Accommodation Requests
Students may request accommodations prior to enrollment or at any time after enrollment. Students are encouraged to submit requests before the beginning of classes whenever possible to allow adequate time for review and implementation.
AIHT will review accommodation requests and supporting documentation in a timely manner. Additional information may be requested when necessary to determine appropriate accommodations.

Alcohol and Drug Policies

AIHT Education recognizes the serious threat to the physical and mental health of its students because of the misuse of alcohol or the use of illegal drugs. Therefore, our goal is to provide all students with a drug-free environment to provide categorical intellectual growth. Each student also holds an individual responsibility to respect the school's policy and abide by it.

Prohibition of Alcohol, Marijuana, and Drugs

- The use, possession, distribution, or sale of alcohol, marijuana (including medical marijuana), or illegal drugs is strictly prohibited during school activities, laboratories, classes, and clinical assignments.
- Note: Even prescribed medical marijuana is prohibited during school and clinical activities due to federal regulations and clinical site policies. Students must remain drug-free to ensure patient safety, maintain externship compliance, and meet professional standards.

Impairment

- Students must not attend or participate in class, lab, or clinical activities while impaired.
- If a student is observed or suspected of being impaired, they will be temporarily excused and required to meet with the DMS Program Director and Director of Student Support.
- Depending on the situation, students may be advised to seek a voluntary remediation plan or supportive resources before returning.

Clinical Externship

- Positive drug screens or observable impairment will prevent clinical placement until the student demonstrates compliance.

- Students testing positive for THC may be temporarily ineligible for externship placement until cleared.

Repeat Violations

Repeated positive results or observable impairment may result in:

- Remediation
- Suspension
- Leave of absence
- Potential dismissal from the program

Support & Resources

- Students are encouraged to seek help if needed:

  211 Connecticut – Substance Abuse Resources

- Students are also subject to federal, state, and local laws:

  CT Drug Policy – Table III-3

Pregnancy Policy

AIHT Education recognizes the rights of pregnant students under Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including pregnancy and related conditions, in any federally funded educational program or activity.

Key Rights and Protections for Pregnant Students

1. **No Discrimination**
   - Students cannot be excluded from classes, labs, programs, or extracurricular activities due to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.
2. **No Requirement to Disclose Pregnancy**
   - Students are not required to inform the program of their pregnancy unless they are requesting accommodation or leave.
3. **Equal Access to Education**
   - Pregnant students must have the same access to all classes, programs, and activities as other students.
   - Participation in special programs for pregnant students is voluntary, not mandatory.
4. **Reasonable Accommodations**
   - The program will provide accommodations for pregnancy-related conditions similar to temporary disabilities. Examples may include:
     - Adjusted attendance policies
     - Extensions on assignments
     - Larger desks or seating accommodations
     - Frequent restroom breaks

5. **Medical Leave**
    - Absences related to pregnancy or childbirth must be excused if deemed medically necessary by a physician.
    - Students are entitled to return to the same academic and extracurricular status as before their leave.
6. **Lactation Support**
    - AIHT Education encourages providing private, clean, and secure spaces for breastfeeding or pumping, separate from restrooms, and with sufficient time allotted.

Pregnancy Disclosure and Protocol

Students may voluntarily disclose their pregnancy at any time prior to or during program enrollment. Voluntary disclosure is not required unless accommodations or leave are requested.

If a student chooses to disclose their pregnancy:

1. **Notification**
    - Submit written notification using the Voluntary Pregnancy Declaration Form (see handbook appendix) to the Program Director and Director of Enrollment and Student Support.
    - Include a physician's statement confirming pregnancy, gestational weeks, and expected due date.

2. **Choose an Option on the Declaration Form**

a. Continue with the Program
    - Submit a physician's note confirming the ability to meet technical and physical standards and attend all classes, labs, and externships.

b. Leave of Absence (LOA)
    - If unable to meet program requirements, take a medically necessary leave (see LOA section).

c. Withdraw and Re-enroll
    - Withdraw and re-enroll when ready. Students must meet enrollment requirements at the time of re-entry.

3. **Program Coordination**
    - The Program Director and Director of Enrollment and Student Support will coordinate with instructors and externship preceptors to implement accommodations and support the student's continued education.

Pregnancy – Clinical Externship Considerations

Students on externships must be aware of site-specific policies and procedures.

- Potential health risks include:
    - Exposure to ionizing radiation
    - Contact with patients with communicable diseases

    - Physical demands such as lifting or moving patients
- AIHT Education and its clinical affiliates do not assume liability for pregnancy-related exposure.
- Students continuing externships must fulfill all assignments and comply with attendance and clinical requirements.

Pregnancy-Other Considerations

- Students who have not voluntarily disclosed their pregnancy cannot be recognized as pregnant by the program.
- Students may 'un-declare' their pregnancy status at any time during enrollment.
- Documentation and accommodations are handled confidentially and in compliance with Title IX.

Jury Duty Policy

AIHT Education recognizes jury service as a legal obligation. Students who are summoned for jury duty will receive an **excused absence** from class, lab, and clinical activities when appropriate documentation is provided.

Student Responsibilities

- Notify the instructor and Program Director as soon as a jury duty summons is received.
- Submit a copy of the official summons.
- Provide court verification of attendance after jury service is completed.

Assessments

- Make-up quizzes or exams will be permitted for jury duty.
- The make-up format may differ from the original assessment.
- Make-up assessments must be completed within **one (1) week** of returning unless otherwise approved.

Clinical and Lab Attendance

- Missed clinical or lab time due to jury duty must be coordinated with the instructor or Clinical Coordinator to ensure required hours are completed.

Failure to provide required documentation may result in the absence being recorded as unexcused.

Copyright Infringement Policy

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Sexual Harassment and / or Solicitation

It is against the policy of AIHT Education for any member of the AIHT community, male or female, to sexually harass any employee, student or other person having dealings with AIHT. AIHT Education is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This policy seeks to protect the rights of all members of the educational community (faculty, administrators, staff, and students) and other person(s) having dealings with the AIHT, to be treated with respect and dignity.

Sexual Harassment is a form of behavior, which fundamentally undermines the integrity of academic relationships. It is a particular concern within the educational framework of AIHT where all members of the community, but especially students, instructors, administrators, and staff, are connected by strong bonds of intellectual interdependence and trust. Both the Federal and State Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964.

A. Definition

1. The following definition applies to any individual of either sex who participates in the educational community as a student, faculty member, administrator staff member or other person having dealings with AIHT Education.

2. Sexual harassment consists of unwelcome verbal, nonverbal and/or physical behavior of a sexual nature which has the effect of interfering with student, employment, academic, or other status, or of creating a sexually intimidating environment. Sexual harassment incidents can involve a male/female harasser and a female/male victim, or same gender harassment.

3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
   a) Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.

   b) Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

   c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.

4. Examples of sexual harassment may include, but not limited to:
   a) Verbal harassment; or abuse
   b) Subtle pressure for sexual activity
   c) Sexual remarks about an individual's or group's clothing, body or sexual activities
   d) Unnecessary touching, patting, or pinching

e) Demands for sexual favors accompanied by implied or overt threats or offer concerning one's job, grades, letter of recommendation, etc.
f) Physical sexual assault

B. Consensual Relationships

1. Under this policy, consenting romantic and or sexual relationships between faculty and student, staff and administrator and student, are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.

2. Codes of ethics for most professional associations forbid professional/client sexual relationships. Many elements of the administrator/student, staff member/student, are like those of the Instructor/Student relationship because of a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

C. Measures to Confront Sexual Harassment

Whenever it has been properly determined that sexual harassment has occurred, the administration will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, AIHT administration will look at the entire record and the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The administration is committed to promoting, to the greatest degree possible, an environment free from sexual harassment.

D. Complaint Procedures

Complaint procedures serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment. Any member of the AIHT community who believes he/she has been a victim of sexual harassment may initiate the formal complaint procedure by contacting the President of AIHT Education.

Fraud

Fraud is defined as any intentional act of deception or misrepresentation by an individual or group for personal or financial gain or to cause loss to another. Fraudulent behavior may include, but is not limited to:

- Falsification or alteration of documents or records
- Misrepresentation of academic, clinical, or financial information
- Unauthorized use or misappropriation of institutional or personal property

AIHT Education is committed to maintaining academic integrity and ethical conduct. Any form of fraud involving academic records, clinical documentation, financial aid, attendance, examinations, or institutional resources will not be tolerated.

Students or employees found to have engaged in fraudulent activity are subject to disciplinary action, up to and including dismissal from the program or termination of employment, and may be reported to appropriate regulatory or legal authorities when applicable.

This policy applies to all students, faculty, staff, and affiliates of AIHT Education and supports the institution's commitment to professionalism, accountability, and compliance with accreditation standards.

Campus Security and Crime Prevention Policies

School encourages all its students and employees to report immediately any criminal incidents or other emergencies which occur on the campus to the administration. Director of Enrollment and Student Support along with the President is responsible for investigation and taking legal or other actions were warranted according to the situation. School will work with the local law enforcement authority if the need arises.

The school strives to provide all its stake holders a secure and safe environment. The building has surveillance cameras to record entry/exit and common areas of the building. All students and employees of the school are encouraged to keep the school authorities posted immediately of a possible criminal or a criminal activity that is likely to take place or has taken place. Statistical information of various criminal offenses will be distributed to the students and all employees on an annual basis. A copy of this report will be available with the administration to all students and employees and as well to prospective students and employees.

Student Services & Records

Academic Advising, Academic Support, and Remediation

Student Responsibility

Students are responsible for actively participating in their education and seeking assistance when needed. Students are expected to:

- Attend and participate in all scheduled classes and laboratory activities.
- Complete assignments and other course requirements on time.
- Study and practice outside of scheduled class time as needed.

- Ask questions and seek clarification when they do not understand course material.
- Communicate with faculty when they are experiencing academic difficulty.
- Seek available tutoring, advising, and other academic support resources as needed.
- Demonstrate appropriate professional and respectful behavior.

Students who would like additional academic support are encouraged to communicate with their instructor and schedule assistance based on their individual needs.

Faculty Support and Intervention

Faculty monitor student progress throughout each course and may provide additional support or intervention when academic or professional concerns are identified. Support may include additional instruction, review, tutoring, advising, laboratory or scanning practice, or other appropriate assistance.

Students may be referred for additional support at any point during the course when concerns arise. **A specific grade or percentage is not required before faculty may provide or recommend support.**

Midcourse Evaluation

Courses may provide a midcourse evaluation to give students formal feedback regarding their progress. When utilized, the evaluation may address academic performance, attendance, participation, completion of coursework, laboratory or scanning skills, professionalism, and progress toward course outcomes.

A student who is below the required passing grade at the time of the midcourse evaluation is **not automatically considered unsuccessful in the course and is not automatically placed on formal remediation**. The purpose of the midcourse evaluation is to identify areas of concern, provide feedback, and allow the student an opportunity to make improvements before the end of the course.

Academic Remediation

Formal academic remediation may be required when a student demonstrates a significant or ongoing academic deficiency, is not meeting course or program outcomes, or continues to struggle despite available support.

When remediation is required, the student will be informed of the identified deficiency and the expectations for improvement. Remediation may include specific learning activities, additional practice or instruction, a defined timeframe, and reassessment.

Remediation is intended to provide an opportunity for improvement; however, participation in academic support or remediation does not guarantee successful completion of a course. Students remain responsible for meeting all course requirements, including required grades,

examinations, practical examinations, attendance, laboratory competencies, and other program expectations.

Professional Concerns

Academic performance and professional performance may be addressed separately. Concerns related to attendance, participation, preparation, communication, professionalism, or adherence to program expectations may result in advising, additional feedback, a warning, or other appropriate intervention.

Parking and Transportation

- Students are expected to park in the designated parking areas.
- The school is not responsible for any loss or damage to vehicles parked on or near school property.
- Vehicles parked in areas reserved for other businesses or on surrounding streets may be towed at the owner's expense and/or may receive a parking ticket.

Public Transportation

- A bus stop is located outside the school on Lordship Blvd.
- Students may take bus number 10 from downtown Bridgeport.
- The bus terminal is located at 710 Water Street, Bridgeport.
- For schedules and additional information, students may visit: http://gogbt.com.

Inclement Weather

- In the event of inclement weather, AIHT will announce delays or closings at least 2 hours prior to the start of classes.
- Students should check the AIHT website and email for notifications from program officials.
- Students need to ensure their contact information is current when any changes are made.
- If a student has any doubt about arriving safely, the student should use their best judgment and may choose to stay home or delay travel. The school encourages safety as the top priority.

Lost and Found

- If you have misplaced or lost items, please inquire at the Front Desk.
- You may be asked to show a photo ID to claim your belongings.
- If you find items, please turn them in to the Front Desk so they can be returned to their owner.

Career Services

- After graduation, students are eligible to use Career Services for:
  - Resume assistance
  - Interview preparation
  - Guidance on employer applications
- While the program may suggest potential employers based on student performance, employment depends on the student's qualifications and the employer's decision.
- Completion of the program does not guarantee employment in any field.

Barriers to Employment / Criminal Background Checks

- Students should be aware that any felony or misdemeanor convictions may affect eligibility for clinical placements and employment in healthcare.
- Registry boards (ARDMS and ARRT) have specific criminal background requirements that may impact a graduate's ability to sit for certification exams.
- For more information, students should refer to the ARDMS and ARRT websites and the compliance/ethics review preapplication process:
  - ARDMS Compliance Pre-determination Application
  - ARRT Ethics Review Preapplication

Certification Exam Reimbursement

Certification Exam Fee Reimbursement Policy
To support student success on national certification examinations, AIHT will reimburse eligible students for **100% of the examination fee for one eligible certification examination** as outlined below.

SPI Examination

- Students who **pass the ARDMS Sonography Principles & Instrumentation (SPI) examination within six (6) months of completing the SPI course** are eligible for reimbursement of **100% of the examination fee**.

ARRT Sonography OR ARDMS Abdomen Examination

- Graduates may receive reimbursement for **one** of the following:
  - ARRT Sonography examination, **OR**
  - ARDMS Abdomen examination.
- The examination must be **passed within six (6) months of graduation**.

- Reimbursement is limited to **one examination fee**. If a graduate chooses to take both the ARRT Sonography and ARDMS Abdomen examinations, AIHT will reimburse **only one** of the two examination fees.

Reimbursement Requirements
To receive reimbursement, the student/graduate must submit:

- A copy of the examination fee receipt; and
- Proof of passing the examination.

Reimbursement requests must be submitted within **60 days of receiving the examination results**. Approved reimbursements will be processed through the school's accounting department.

Note: Reimbursement applies only to the eligible examination fee and does not include study materials, preparation courses, application fees, or other certification-related expenses.

Student Records

The program maintains the following student records:

- Enrollment agreements
- Attendance records
- Academic records
- Financial records
- Placement data
- Ability-to-benefit documentation (if applicable)
- Records of meetings, appeals, disciplinary actions, or dismissals
- Graduation certificates
- Final transcripts (retained permanently)
- Medical records (kept separately to comply with HIPAA)
- Records are maintained by the Student Support Office and are confidential.
- Students may request access by submitting a request form; requests are processed within one week.
- Students are encouraged to update personal information, such as address or financial status, promptly.

Access to Academic Records

- Current students may request attendance and grade information from the Director of Student Support using the designated request form.
- Requests cannot be processed by phone.

Program Curriculum Details

Overview of Diagnostic Medical Sonography (DMS) Program

The Diagnostic Medical Sonography program curriculum at AIHT is approved by the Office of Higher Education. Program length may vary due to holidays, scheduled breaks, or state emergencies.

Program Name: Diagnostic Medical Sonography
Total Program Hours: 2,440 Clock Hours
Approximate Duration: 98 Weeks
Delivery Format: Hybrid (Online and In-Person)
Clinical Externship: 800 Clock Hours

The curriculum is delivered in a structured sequence of didactic, laboratory, and clinical modules designed to prepare students for entry-level employment as diagnostic medical sonographers.

Didactic Instruction

Didactic instruction is delivered through a combination of online and in-person classroom instruction according to each module. Coursework includes both foundational and sonography-specific subjects:

- **Foundational coursework:** Medical Terminology, Anatomy & Physiology, Introduction to Sonography, Principles of Sonography/Instrumentation (Ultrasound Physics)
- **Sonography-specific coursework:** Vascular, Abdominal and Small Parts, Obstetric & Gynecologic Sonography

Students are responsible for completing all assigned material and consulting instructors for clarification as needed.

Laboratory Instruction

Laboratory instruction provides hands-on experience with scanning techniques, body planes, and normal anatomical structures. Students participate actively, alternating roles as scanner and scan subject. Students who are unable or uncomfortable being scanned must notify the Program Director in advance to arrange accommodation.

During lab sessions, students practice scanning on classmates and instructors for educational purposes.

Volunteers

Students may invite friends or family members as scan volunteers in lab sessions. All volunteers must complete and sign a waiver before participating in any laboratory scanning.

For obstetric scanning, volunteers must:

- Have completed a second-trimester anatomy scan, and
- Provide written medical clearance from their obstetric provider prior to participation.

Limitations and Responsibilities

All laboratory and practice scans are non-diagnostic and educational in nature. Students are not permitted to interpret findings or disclose results to volunteers or patients.
If a potential abnormality is observed during a practice scan, students must notify the supervising instructor immediately.

The DMS program and AIHT do not assume responsibility for medical diagnosis or treatment resulting from practice scans. Participants should consult a qualified healthcare provider for medical concerns.

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*__Also see policy on Policy on the Use of Human Subjects for Educational Purposes In the Lab Expectations section__

Clinical Externship

The clinical externship component is completed at approved affiliate clinical sites under the supervision of qualified clinical instructors. It provides students with supervised, hands-on clinical experience to reinforce didactic and laboratory learning.

***Detailed clinical requirements, attendance policies, evaluation criteria, and expectations are outlined in the Clinical Education Handbook.**

Academic Policy

Attendance Policy

- Students are expected to attend all scheduled classes. Regular attendance is essential to successfully pass courses.
- Minimum Attendance Requirement:
  - Maintain 90% attendance to successfully complete a course. Missed hours below 90% must be made up.
  - Attendance below 85% requires the student to retake the module.
- Attendance counts toward the student's grade.

Illness Policy

- Students with a **fever or suspected communicable disease** should **not attend class** and must notify the instructor **at least 1 hour prior** to class.
- Absences **over three consecutive days** or due to **communicable disease** require a **physician's release** to return.
- **Examples of communicable diseases:**
  - Conjunctivitis, Infectious Meningitis, COVID-19, Mumps, Rubella, Influenza, Varicella (chicken pox), Measles, Pertussis, Tuberculosis, H1N1, Staphylococcus aureus (skin lesions), Herpes Zoster, Scabies, Upper Respiratory Infections, Enteroviral infections, Cytomegalovirus infection, Hepatitis, Group A Streptococcal Disease

Excused and Unexcused Absences

- **Excused absences:** Illness, family emergency, or other emergencies with **appropriate documentation**.
- **Unexcused absences:** Personal vacations, routine appointments during class, or other non-emergencies.
- **Notification:** Students must notify faculty **at least 1 hour prior** to class.
- **Documentation:** Physician/provider notes are required for communicable disease or extended illness.
- **Consequences for falsified documentation:** Forged or illegitimate documents may result in denial of excused absence and possible **dismissal** from the program.

Attendance Warning

- Attendance between **85–90%** triggers a **written warning**.
- Absences below 85% (after valid excused absences) may require **retaking the module** or **automatic withdrawal** if thresholds are met.
- See **Appendix D** for allowed excused hours per module.

Automatic Withdrawal

- Students are considered withdrawn if absent for seven or more consecutive days without notice.
- Students who fail to return from an approved Leave of Absence as scheduled will also be considered terminated and must reapply for admissions to return.

Classroom Tardiness

- Students should arrive ready to participate at class start time.
- Late arrival or early departure results in lost attendance hours as follows:

Minutes Late/Early	Attendance Loss
1–15	15 min
16–30	30 min
31–60	1 hr
61–90	1.5 hr
91–120	2 hr
121–150	2.5 hr
151–180	3 hr
181–210	3.5 hr
>211	Full day

- Tardiness/early departures **count toward unexcused absences**. Students are responsible for making up missed instructions.
- Plan to arrive **at least 15 minutes before class**.

Leave of Absence

- Students may request a Leave of Absence (LOA) for personal situations with intent to return.
- Maximum LOA: 180 calendar days in a 12-month period or half the program length, whichever is shorter.
- LOA begins upon submission of the LOA form or the start date indicated by the student.
- Extensions may be requested but must not exceed the specified limits.
- Failure to return as scheduled results in automatic termination; reapplication is required for return.

Withdrawal from School

A student may withdraw from the program at any time. While prior notification is not required, students are encouraged to notify School Administration of their intent to withdraw via email, verbally, or in writing.
Students may be terminated for failure to comply with attendance, conduct, or Satisfactory Academic Progress (SAP) policies. All refunds are calculated based on the student's Last Date of Attendance (LDA).

- Students who withdraw after two weeks from the start of a module will receive a grade of "W" (Withdrawal).
- Extended unexcused absences, failure to notify administration, or lack of response to phone calls or emails may result in termination.
- Students are required to immediately notify the school of any changes to address or contact information.

Change of Program

Students requesting a change of program must submit a Change of Program Request Form. Requests are reviewed by the President and/or Director of Enrollment, and all decisions are final.

- Students transferring into a program with overlapping coursework may receive a credit waiver for modules already completed.

Re-Enrollment

Re-enrollment may apply to students who:

- Withdrew from the program
- Were terminated
- Exceeded the approved Leave of Absence

To be considered for re-enrollment, students must:

- Submit a **new enrollment agreement**
- Pay the **non-refundable registration fee** (waived if re-enrollment occurs within one year)
-

Course credit review:

- Successfully completed courses within the **last three years** may be waived, except **core courses**.
- Core courses completed more than **six months prior** may require passing a final exam or full course repetition at the school's discretion.

Students previously terminated must:

- Submit a **written explanation and remedial plan** within **10 calendar days** of termination
- Late submissions will **not be reviewed**

The school will issue a written decision within **10 calendar days** of review. Decisions are final.

Students who violate conduct policies again after re-enrollment will be **permanently terminated**, with no further re-admission eligibility.

Additional Credential

Students seeking an additional credential must:

- Submit a **new enrollment form**
- Pay the **non-refundable registration fee**

Previously completed comparable coursework may qualify for **tuition and fee waivers**, provided a **Transfer of Credit Form** is submitted. Upon completion, a **certificate** will be awarded.

Satisfactory Academic Progress (SAP)

Students must maintain **satisfactory academic progress** toward program completion. Progress is evaluated **at the end of each academic term**, which does not exceed 25% of total program length.

Qualitative Standards

- Minimum **cumulative GPA (cGPA): 2.0**
- Minimum **module GPA: 2.0**

Quantitative Standards

Maximum Time Frame (MTF):

- Students must complete program requirements within **150% of the published program length**
- 100% of required coursework must be completed within the MTF

Minimum Pace of Completion:

Percentage of MTF Attempted	Minimum Pace
≤ 50% of MTF	60%
> 50% of MTF	67%

Students who cannot mathematically complete the program within the MTF will not be allowed to continue.
SAP is monitored by the **Student Services Office**, and students are notified of progress at the end of each term.

SAP Grade Considerations

- **Transfer Credits (TR):** Count toward attempted/earned hours and MTF, not cGPA
- **Pass (P):** Counts toward attempted/earned hours and MTF, not cGPA
- **Incomplete (I):** Attempted but not earned; must be resolved within two weeks or converts to **F**
- **Fail (F):** Attempted, not earned; affects cGPA and MTF
    - *Externship/pre-clinical failures do not affect cGPA*
- **Withdrawal (W):** Attempted, not earned; affects MTF and completion rate
- **Repeat (R):** Module may be repeated once; higher grade counts toward cGPA

SAP Warning

Students not meeting SAP standards are placed on **SAP Warning** for one academic term.

- Academic advisement is available upon request
- Students meeting SAP standards after the warning term return to **good standing**
- Students who do not may appeal for **SAP Probation** or face termination

SAP Appeals

Students with mitigating circumstances may submit a **written SAP appeal** with documentation, including:

- Medical issues
- Death in the immediate family
- Circumstances beyond the student's control

Appeals are reviewed by the **President**, considering academic history and feasibility of program completion. Students are notified of decisions within **10 business days**.
Approved appeals include an **academic plan**, which may require increased monitoring.

SAP Probation

Students approved through appeal are placed on **SAP Probation** for one academic term.

- Students must meet SAP standards by the end of probation
- Failure to do so results in **termination**

SAP Watch List

If a term contains multiple modules:

- Students may not fail **two consecutive modules**
- After one failure, students are placed on a **SAP Watch List**
- Failure to return to good standing results in appeal eligibility or termination

Re-Establishing SAP

Students may request SAP reinstatement in writing to the **President**, providing:

- Evidence of corrected deficiencies **or**
- A corrective action plan

The President and Instructor(s) will review and issue a final decision.

Grading and Assessment Policy

Grades reflect a student's performance in each course. The following grading scale is used by the Diagnostic Medical Sonography (DMS) Program.

Grade	Grade Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

Grade	Grade Points
C	2.0
F	0.0 (Fail)
TR	Transfer Credit
W	Withdrawn
I	Incomplete
R	Repeat Module
P	Pass

Passing Requirements

Students must successfully pass all required course components to successfully complete a course.

- Foundational and sonography courses require a minimum **overall grade of 75% in theory** and, when applicable, a minimum **overall grade of 75% in the practical/laboratory component**.
- When a course includes both theory and practical/laboratory components, students must achieve a minimum overall grade of **75% in each required component** and a minimum overall course grade of **75%**.
- A passing grade in one required component does not compensate for an unsuccessful grade in another required component.
- Courses without a practical/laboratory component are subject to the applicable theory and overall course grade requirements.

Course Assessments

Student learning is evaluated through a combination of quizzes, practical assessments, midterm examinations, final examinations, and other course-specific assessments, as applicable.

The types, frequency, grading criteria, and weighting of assessments are identified in each course syllabus.

Practical Competency Assessments

Practical competency assessments are used to evaluate student progression and development of skills during laboratory instruction. Depending on the course, competencies may assess:

- Scanning technique
- Protocol knowledge
- Image acquisition and optimization
- Anatomy recognition
- Equipment operation
- Student preparation and organization
- Ability to respond to instructor feedback
- Progression toward required course competencies

Practical Competency Procedures

Practical competencies may be used for assessment and grading as outlined in the course syllabus.

Competency scores may be averaged to determine a practical assessment grade when applicable.

Competency performance may also contribute to participation and professionalism grades.

Students must demonstrate satisfactory progression before advancing to additional scanning protocols. Additional practice, review, or remediation may be required when needed.

Quizzes

Quizzes are used to assess student understanding of course content throughout the course.

- Quizzes contribute to the overall course grade as outlined in the course syllabus.
- The number and frequency of quizzes may vary by course and instructor.
- **Quizzes are not eligible for make-up or retake.**
- A missed quiz will receive a zero (0).

Midterm Examinations

Some courses include a midterm examination to evaluate student understanding of course material prior to completion of the course.

- Midterm examinations contribute to the overall course grade as outlined in the course syllabus.
- Midterm examinations are not eligible for retake.
- A student who misses a scheduled midterm may be permitted to complete a make-up examination **at the discretion of the Course Instructor**.
- The Course Instructor may require documentation supporting the reason for the absence.
- When approved, the make-up examination may differ in format, content, and question type from the original examination.

Final Examinations

Final examinations evaluate student achievement of course learning objectives and may include a theory examination, practical examination, or both, depending on course requirements.

- Final examination scores contribute to the applicable theory or practical/laboratory course component.
- When a course includes separate theory and practical/laboratory components, students must meet the overall passing requirements for each required component and the overall course grade.
- Final examination make-up and retake procedures are outlined below.

Final Examination Make-Up Policy

A student who misses a scheduled final examination due to a documented illness, emergency, or other approved circumstance may be permitted to complete a make-up examination.

The following requirements apply:

- The student must notify the Course Instructor as soon as possible regarding the absence.
- Appropriate supporting documentation may be required.
- Failure to provide required documentation may result in the missed examination being recorded as a zero (0).
- The make-up examination may differ in format, content, and question type from the original examination.
- A final examination make-up is intended for an approved absence and is separate from a final examination retake for an unsuccessful course component.

Final Examination Retake Policy

The DMS Program provides **one final examination retake opportunity** for eligible students whose final course grade remains below the required passing standard following the original final examination.

Eligibility

A student may be eligible for a final examination retake when all of the following requirements are met:

- The student's final overall course average after the original final examination(s) is **65.0%–74.99%**.
- The student has maintained at least **90% attendance** or has completed approved attendance make-up requirements in accordance with the Attendance Make-Up Policy.
- All required course assignments, assessments, and other course requirements have been completed.
- The student has demonstrated appropriate participation, engagement, and professional conduct.
- The student has no unresolved academic integrity or disciplinary violations that would prevent course completion.

Students who do not meet all eligibility requirements are not eligible for a final examination retake.

Retake Requirements

- A student may retake each **unsuccessful final examination component** once per course.
- The retake may include the final theory examination, final practical examination, or both, when applicable.

- The student must earn a score sufficient to meet the applicable **75% overall passing requirement** for the theory, practical/laboratory, and/or overall course grade, as applicable.
- The retake must assess the same applicable course learning objectives and required level of competency as the original examination.
- The retake may differ from the original examination in format, content, question type, or sequence.
- The retake must be completed within **five (5) business days of notification**, unless otherwise approved by the Program Director or Director of Student Support.
- No additional retake opportunity is permitted if the student does not achieve the score required to meet the applicable 75% passing requirement.

Course Grade Following a Successful Retake

- A student who successfully completes an approved final examination retake and meets the applicable **75% passing requirement** will receive a **final course grade of 75%**.
- The student's actual retake examination score does not become the final course grade.
- The final course grade will be recorded as **75%**, provided all other course requirements have been met.

Retake Limitations

- One retake opportunity is permitted for each unsuccessful final examination component per course.
- Students may retake both theory and practical components when both are unsuccessful and all eligibility requirements are met.
- Final examination retakes are available only during the student's **initial enrollment** in the course.
- Students repeating a course due to a previous course failure are not eligible for a final examination retake in the repeated course.
- Students who have exhausted the applicable retake opportunity may not receive an additional retake for that course.

Failure of a Final Examination Retake

A student who does not achieve the score required to meet the applicable **75% passing requirement** following an approved final examination retake will receive a failing grade for the course and must repeat the course in accordance with DMS Program progression policies.

Students who fail a repeated course are subject to the program's progression and dismissal policies as outlined in the Student Handbook.

Grade Appeals

Students who believe a grade has been assigned in error or has not been determined in accordance with published course or program policies may submit a grade appeal.

- The student must first attempt to resolve the concern with the Course Instructor.
- If the concern remains unresolved, the student may submit a written and signed appeal to the designated institutional administrator in accordance with the institution's grade appeal procedure.
- Appeals must be submitted within the timeframe established by institutional policy.
- The appeal will be reviewed in accordance with the institution's established grade appeal process.
- The decision of the designated final reviewing authority will be considered final.

Academic Integrity

Academic integrity is an essential component of professional education and clinical practice. Students are expected to demonstrate honesty and integrity in all academic, laboratory, and assessment activities.

Academic misconduct, including but not limited to cheating, plagiarism, falsification of records, unauthorized assistance, or other forms of academic dishonesty, will be addressed in accordance with institutional policy.

- Academic integrity violations may result in a zero assessment, failure of the course, and/or additional disciplinary action, as permitted by institutional policy.
- Students involved in an unresolved academic integrity violation are not eligible for a final examination retake.

Code of Conduct Policies

Professionalism

AIHT expects all students to comply with all school policies outlined in this handbook and to conduct themselves professionally in all settings, including **online coursework, laboratory sessions, and clinical/externship experiences**.

Professional behavior includes, but is not limited to:

- Attendance and punctuality
- Preparation for class, laboratory, and clinical experiences
- Adherence to the dress code
- Respectful communication and professional conduct

Professional conduct is always required in didactic, laboratory, and clinical education settings. Students are expected to demonstrate behavior consistent with the professional standards of diagnostic medical sonography and the ethical expectations of the healthcare profession. Failure to meet professional standards may result in disciplinary action, including probation or dismissal, in accordance with institutional due process policies.

Students are required to abide by the **Student Code of Conduct and Ethics** during both didactic instruction and externship.

Student Code of Conduct

The following behaviors are **unacceptable and will not be tolerated**:

1. Physical or verbal abuse, intimidation, or harassment of any individual or group, including harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender, or any other protected status.
2. Sexual harassment of any kind, including the creation of a hostile environment or quid pro quo behavior.
3. Dishonesty, including cheating, plagiarism, falsification of records, forgery, alteration of documents, or misuse of institutional documents.
4. Disruptive use of cell phones, laptops, or electronic devices during class, lab, or clinical activities. Repeated or egregious violations may result in disciplinary action, up to and including dismissal from the program.
5. Physical, mental, or emotional abuse of any person on school premises or during school-sponsored activities.
6. Theft, damage, misuse, or unauthorized access to school property, personal property, or information technology systems.
7. Violation of local, state, or federal law on school premises or during school-sponsored activities, including possession or use of illegal drugs or alcohol.
8. Endangerment of others; violation of safety regulations; possession or use of weapons, explosives, or fireworks on campus. No weapons of any type are permitted.
9. Obscene, indecent, insubordinate, or disrespectful behavior toward students, faculty, or staff.
10. Gambling on school premises or at school-sponsored events.
11. Failure to comply with lawful directions from school officials or staff acting within the scope of their duties.
12. Intentional damage, destruction, or defacement of school property. Students may be held financially responsible for repairs or replacement.
13. Failure to comply with any policy outlined in this Student Handbook or Enrollment Agreement.
14. Breach of any agreement between the student and the school.
15. Hazing or initiation activities that endanger physical or mental health.
16. Encouraging, assisting, or participating in prohibited conduct, or failing to remove oneself from such activities.

Student Code of Ethics

Students are expected to:

1. Maintain professionalism in conduct and patient care.
2. Protect patient confidentiality and respect individual beliefs.

3. Respect patients' legal and moral rights to quality care.
4. Comply with all HIPAA policies and regulations.
5. Refrain from intentionally causing harm or injustice.
6. Work collaboratively with healthcare professionals.
7. Follow standard and universal precautions.
8. Adhere to school and clinical site policies and protocols.
9. Report unethical conduct to the appropriate authority.

Ethical violations may result in disciplinary action and may impact a student's eligibility for clinical placement.

Reference:

- SDMS Scope of Practice – Defining Sonography Standards

  Scope of Practice - Defining Sonography Standards

Online Classroom Conduct

AIHT's program includes online didactic instruction. Online classes are held to the **same standards as in-person instruction**.
Students must:

1. Attend class from a private, appropriate location (home or library).
2. Not attend class while driving, working, or in public spaces.
3. Use a laptop or desktop computer only (no cell phones).
4. Be punctual and prepared.
5. Complete all assignments on time.
6. Be respectful and professional.
7. Participate actively and remain focused.
8. Keep cameras on when required by faculty or during random check-ins.
9. Avoid cell phone use except during breaks or emergencies.

Online attendance and participation requirements are subject to the same attendance and professionalism policies as in-person instruction.

Note: Students who are logged in but not actively attending may be placed in the waiting room, marked absent for the time missed, and subject to disciplinary action.

Class Disruptions

Students are expected to avoid behaviors that disrupt learning. Faculty may require disruptive students to leave class.

Examples include, but are not limited to:

- Repeated lateness

- Repeatedly leaving or re-entering the classroom
- Leaving before class concludes
- Inappropriate use of electronic devices
- Texting or phone conversations during instructional time

Dress Code

Dress code requirements are designed to ensure **patient safety, infection control, and professional representation of the program** in all educational and clinical environments. Students must maintain a professional appearance during onsite classes and labs. Failure to comply may result in verbal or written warnings and disciplinary action.

Required Attire

- AIHT-issued light blue scrub top and pants
- Undershirts must be solid white, blue, black, gray, or matching scrub color
- Outerwear must be solid blue, black, gray, or matching scrubs; no logos; no hoodies or sweatshirts
- Clothing must be clean, wrinkle-free, and properly fitted

Footwear

- Closed-toe, closed-heel shoes
- Non-absorbent material
- No shoes with holes or open backs

Identification

- Student ID badges must be worn above the waist and visible at all times when provided

Grooming & Hygiene

- Hair clean and secured
- No strong perfumes or colognes
- Facial hair neatly groomed

Jewelry, Tattoos & Piercings

- One ring or wedding band
- One wristwatch
- One pair of small, conservative earrings
- No large or dangling jewelry
- Tattoos must be professional and covered if necessary
- Limited facial piercings; no oral piercings during class or lab

Cell Phones, Electronic Devices & Social Media

Cell phone, smartwatch, or other electronic device use is **not permitted** during theory or lab sessions. Devices must be silenced and stored out of sight.

Posting or sharing any information, images, or experiences related to coursework, laboratory, or clinical education on social media is prohibited.

Any violation involving patient information, images, or clinical experiences may constitute a HIPAA violation and may result in immediate disciplinary action, up to and including dismissal from the program.

Laboratory Conduct

The Diagnostic Medical Sonography (DMS) laboratory provides a professional, safe, and structured learning environment. All laboratory activities are educational and non-diagnostic in nature.

Students are expected to:

- Follow all institutional policies and laboratory rules.
- Maintain a professional, clinical mindset at all times, including during peer scanning.
- Treat all equipment, facilities, and learning resources with care.
- Comply with dress code, hygiene, and safety standards.
- Use cell phones only for educational purposes and never during scanning or instruction.

Additional Expectations

- Arrive on time and prepared for all laboratory sessions.
- Rotate fairly through scanning and being scanned.
- Ensure all peers or volunteers sign a consent form acknowledging participation is for educational purposes only.
- Log all practice performed outside scheduled lab hours in accordance with After-Hours Scanning Protocols.

HIPAA Compliance

All laboratory activities within the DMS Program are conducted in compliance with institutional policies and federal HIPAA regulations.

Student Responsibilities

- Treat all Protected Health Information (PHI), including peer scan information, as confidential.
- Discuss scan findings only within approved educational settings.
- Refrain from sharing images, videos, or related discussions outside the classroom.
- Avoid unauthorized recording, photography, or distribution of images.
- Report any suspected HIPAA breach to the Program Director immediately.

Violations may result in disciplinary action and/or legal consequences.

Patient Interaction and Peer Scanning

- Treat all peers and volunteers with respect and professionalism.
- Obtain informed consent prior to scanning.
- Maintain appropriate boundaries, demeanor, and communication at all times.
- Participate in scanning activities ethically and safely.
- All scanning activities occur under direct or indirect faculty supervision.

Respect for Equipment and Facilities

Students are responsible for the proper care and use of all laboratory equipment.

- Handle machines, probes, and accessories with care.
- Clean and disinfect equipment according to laboratory protocol after each use.
- Maintain clean and organized workstations.
- Report any equipment malfunction or damage immediately to the Lab Instructor or Program Director.

Infection Control & Equipment Care

Standard and universal precautions will be followed at all times to ensure safety, promote effective learning, and equipment longevity.

Hand Hygiene and Personal Protection

- Perform hand hygiene before and after every scan.
- Wear gloves during scanning and equipment cleaning.
- Use appropriate personal protective equipment when handling disinfectants.
- Dispose of used materials in designated containers.

Lab Environment Rules

- No food is permitted in the lab; beverages must be kept away from equipment.
- Maintain adequate supplies, refill gel bottles, and power down machines at day's end.
- Document all cleaning and maintenance procedures as required.

Ultrasound Lab Operations and Probe Maintenance

Opening the Lab

- Ensure the lab is clean and free of hazards.
- Verify cords and cables are secured and outlets are grounded.
- Inspect equipment for visible damage before powering on.
- Allow systems to complete self-checks prior to use.

Probe Handling

- Handle probes carefully; avoid dropping, twisting, or excessive pressure.
- Keep cords off the floor and store probes properly after use.

Cleaning and Disinfection

- Remove gel after each scan.
- Disinfect probes and cords using manufacturer-approved products.
- Clean control panels, monitors, and work surfaces using approved methods only.
- Allow probes to air-dry completely before storage.

Cleaning, Shutdown, and Documentation

After Each Lab Session

- Disinfect probes, keyboards, control panels, and work surfaces.
- Store equipment properly and secure cords.
- Complete required entries in the Daily Cleaning and Equipment Log.

Weekly and Monthly Maintenance

- Perform routine inspections and deep cleaning as scheduled.
- Document all maintenance activities in the appropriate log.

Equipment Cleaning and Maintenance Documentation

Students are expected to document all cleaning and maintenance of the equipment:

- A single Machine Maintenance Log will be maintained for each system in a master binder.
- Logs will be reviewed weekly by the Lab Instructor or Program Director.
- Malfunctioning equipment that is not operable is to be communicated directly to the staff.
- Unauthorized repairs are strictly prohibited.

Use of Human Subjects in Educational Activities

The Diagnostic Medical Sonography (DMS) Program ensures the ethical and responsible use of human subjects within its educational environment. This policy establishes safeguards to protect the safety, confidentiality, and voluntary participation of students, patients, and volunteers during educational scanning activities. It provides clear expectations for informed consent, participant protection, and professional conduct throughout all program-related scanning.

This policy applies to all Diagnostic Medical Sonography (DMS) Program students, faculty, staff, and approved volunteers who participate in sonographic scanning activities conducted as part of program instruction.

Policy

Informed Consent

- All individuals participating as human subjects (students, faculty, or volunteers) must provide written informed consent prior to any scanning activity.
- Consent forms must clearly state:
  - The educational (non-diagnostic) purpose of scanning
  - The voluntary nature of participation
  - Potential risks or discomforts
  - The right to withdraw at any time without penalty
  - Confidentiality and appropriate use of all images obtained
- Completed consent forms will be retained in secure program records for a minimum of three (3) years in accordance with institutional record-keeping policies.

Participant Safety and Ethical Standards

- All scanning activities are for educational purposes only and are non-diagnostic.
- Faculty members or credentialed sonographers must supervise all scanning activities.
- Scanning must stop immediately if a participant experiences discomfort or withdraws consent.
- Students may not scan individuals who are pregnant, medically unstable, or have contraindications unless under direct supervision by a qualified instructor.
- Coercion, pressure, or inducement to participate is strictly prohibited.

Student Participation

- Students are not required to serve as scanning subjects.
- Declining participation will not result in academic penalty or adverse evaluation.
- When participation as a subject is part of a required educational activity, alternative learning assignments will be provided to ensure equitable educational outcomes.

Volunteers and Patient Subjects

- All volunteers must be screened and approved prior to participation.
- Volunteers must sign an informed consent and waiver acknowledging that scanning is for educational purposes only.
- All images obtained must be de-identified and handled in compliance with HIPAA privacy standards.
- Minors are not permitted to participate as scanning subjects.

Compliance and Oversight

- Faculty are responsible for enforcing this policy during all laboratory and scanning activities.
- Ethical concerns, participant discomfort, or policy violations must be reported immediately to the Program Director.

- When applicable, concerns may also be referred to the Institutional Review Board (IRB).

Infection Control (School Lab)

Students are responsible for:

- Hand hygiene before and after scans
- Wearing gloves during scanning and cleaning
- Disinfecting equipment between uses
- Changing linens after each scan
- Proper equipment storage
- No food or drink in the lab (water only, stored away from equipment)

Latex Allergy

Students must notify the program and clinical sites of any known or newly developed latex allergies.

Disciplinary Policies

Disciplinary Actions

The DMS Program may impose disciplinary actions on students for violations of school policies. Students have the right to appeal any disciplinary action.

Actions include:

- **Reprimand:** Oral or written warning. Students must comply immediately. Failure to do so may result in probation or dismissal.
- **Probation:** Imposition of specific conditions for a defined period due to behavioral misconduct or policy violation. Students must comply immediately; noncompliance may lead to suspension or dismissal. Consideration for probation is at the discretion of the Program Director or Director of Student Support.
- **Dismissal:** Removal or suspension from the program. This may follow gross misconduct or repeated policy violations. In severe cases, immediate dismissal may occur without prior warning to protect the safety and integrity of the program.

Examples of Gross Misconduct

Gross misconduct may warrant immediate dismissal and includes, but is not limited to:

- Theft, dishonesty, or fraud
- Sexual misconduct or harassment
- Physical assault or threats
- Malicious damage to school property

- Serious violations of safety regulations
- Criminal activity impacting the program or institution
- Use, possession, or distribution of controlled substances

This list is not exhaustive; other acts of similar severity may also constitute gross misconduct.

Student Discipline Procedure

Reprimand

- **Verbal Warning:** Minor infractions result in a verbal warning explaining the issue, seriousness, and consequences of repeated offenses.
- **Written Warning:** Formal notice detailing the violation, expected corrective actions, and consequences for continued noncompliance.

Probation

- Imposed for serious infractions or repeated violations.
- Students must comply immediately with outlined conditions.
- Noncompliance may result in dismissal.
- Consideration for probation depends on the validity of the student's explanation, determined by the Program Director or President.

Dismissal

Immediate dismissal may occur in cases of gross misconduct or repeated serious violations. The Program Director/President has discretion to determine the severity and need for immediate action without prior warnings.

Conditions for Dismissal

- Failure to adhere to school rules, policies, or the Student Code of Conduct
- Non-compliance with attendance requirements
- Unsatisfactory academic performance
- Failure to meet financial obligations

Dismissed students will receive written notice stating the reason and effective date. Students may appeal the dismissal to school management. Students receiving financial aid must notify the appropriate agency. Refunds will follow the school's published tuition policy.

Student Grievance Procedure

The grievance procedure provides a structured process for resolving concerns or complaints regarding the program. Grievances relate to perceived violations or misapplication of policies and do **not** include grade appeals unless noted.

Level One: Informal Resolution

- Students should first attempt to resolve concerns directly with involved parties through respectful communication.

Level Two: Director of Student Support

- If unresolved, the student may escalate to the DMS Director or Director of Student Support, who will review and attempt to resolve the issue.

Level Three: President

- If unresolved, the student may submit a formal written grievance to the President.
- The President will meet with the student within 10 business days and issue a written response within 10 business days of the meeting.

Level Four: Accrediting/State Agencies

- If the student remains dissatisfied, the grievance may be directed to the appropriate agency:

CAAHEP
9355 – 113th St. N, #7709
Seminole, FL 33775
Phone: (727) 210-2350
Website: www.caahep.org

State or Regional Accrediting Agencies may also be contacted as applicable.

Additional Protections

- **Non-Retaliation:** Students may file grievances in good faith without fear of retaliation.
- **Confidentiality:** All grievance documentation is confidential and maintained securely for a minimum of three (3) years.
- **Policy Access:** The grievance procedure is included in the Student Handbook and reviewed during program orientation.

Preclinical

- AIHT requires all students to take a preclinical course prior to externship to test their knowledge on protocols and patient care techniques.
- This course will be a 40-hour class held in the evenings and some Saturdays at the discretion of the faculty member.
- This course will have a final on the main protocols and need to perform those in a specific allotted time. The student needs at least 75% on the final to pass and for acceptance into their externship

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Clinical Handbook

Congratulations on completing the didactic portion of the Diagnostic Medical Sonography (DMS) Program at AIHT! You are now entering the clinical phase, where classroom knowledge becomes hands-on skills, and you gain real-world experience in healthcare settings.

This Clinical Handbook is designed to guide you through your externship, providing clear expectations, policies, and resources to help you succeed. It is your responsibility to familiarize yourself with the information contained in this handbook and to meet the standards outlined here.

At AIHT, we are committed to your growth and success. Your faculty and clinical staff are here to support, mentor, and guide you as you navigate this important phase of your education. The clinical experience is an opportunity to:

- **Develop technical skills**
- **Strengthen professional behavior**
- **Apply critical thinking**
- **Contribute to patient care safely and ethically**

The program may update policies and procedures as needed. All changes will be communicated to students through official addenda. By taking ownership of your learning and adhering to these guidelines, you will be well-prepared to meet the expectations of the program and your future career as a sonographer.

Important Definitions

Term	Definition
Affective	Relating to, arising from, or influencing feelings or emotions.
ARDMS	American Registry of Diagnostic Medical Sonography
ARRT	American Registry of Radiologic Technologists
Clinical Site Preceptor	On-site supervisor and instructor; may be the lead or staff sonographer.
Cognitive	Process of acquiring knowledge and understanding through thought, experience, and the senses.
Competencies	Exams performed by a student and evaluated by their clinical site preceptor.
DMS	Diagnostic Medical Sonography
Ethics	Moral principles that govern a person's behavior or activity.
Externship	Temporary clinical training program in a healthcare environment as part of a course of study.
HIPAA	Health Insurance Portability and Accountability Act of 1996; protects sensitive patient health information.
Evaluation	Assessment performed by the clinical site preceptor using cognitive, psychomotor, and affective criteria.
Lead Sonographer	Supervising sonographer of the department.
Psychomotor	Relating to motor actions that arise directly from mental activity.
SPI	Sonography Principles and Instrumentation
Trajecsys	Online clinical management and tracking application for students in health-related programs.

Contact Information

Role	Name	Email
President and CEO	Ravish Shah, MS	rshah@aiht.edu
Program Director and Faculty	Robin Coppola, M. Ed, RDMS (AB, OB/GYN, BR), RVT	rcoppola@aiht.edu
Clinical Coordinator and Faculty	Madison Cooney, RDMS (AB)	mcooney@aiht.edu
Director of Enrollment and Student Support	Lauren Kappel, BS, Business Administration	lkappel@aiht.edu

Communication

Email is the primary method of communication from the school during externship. Students must check email daily and respond promptly. Program-related questions should be directed to the Program Director, while site-specific questions should be addressed to the Clinical Coordinator. If uncertain, students may contact both.

Administrative Policies

Drug and Alcohol Policy

AIHT Education recognizes the serious threat to the physical and mental health of its students because of the misuse of alcohol or the use of illegal drugs. Therefore, our goal is to provide all students with a drug-free environment to provide categorical intellectual growth. Each student also holds an individual responsibility to respect the school's policy and abide by it.

Prohibition of Alcohol, Marijuana, and Drugs

- The use, possession, distribution, or sale of alcohol, marijuana (including medical marijuana), or illegal drugs is strictly prohibited during school activities, laboratories, classes, and clinical assignments.
- Note: Even prescribed medical marijuana is prohibited during school and clinical activities due to federal regulations and clinical site policies. Students must remain drug-free to ensure patient safety, maintain externship compliance, and meet professional standards.

Impairment

- Students must not attend or participate in class, lab, or clinical activities while impaired.
- If a student is observed or suspected to be impaired, they will be temporarily excused and required to meet with the DMS Program Director and Director of Student Support.
- Depending on the situation, students may be advised to seek a voluntary remediation plan or supportive resources before returning.

Clinical Externship

- Positive drug screens or observable impairment will prevent clinical placement until the student demonstrates compliance.
- Students testing positive for THC may be temporarily ineligible for externship placement until cleared.

Repeat Violations

- Repeated positive results or observable impairment may result in:
    - Remediation

- Suspension
- Leave of absence
- Potential dismissal from the program

Pregnancy Policy

AIHT Education recognizes the rights of pregnant students under Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including pregnancy and related conditions, in any federally funded educational program or activity.

Key Rights and Protections for Pregnant Students

No Discrimination

- Students cannot be excluded from classes, labs, programs, or extracurricular activities due to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.

No Requirement to Disclose Pregnancy

- Students are not required to inform the program of their pregnancy unless they are requesting accommodation or leave.

Equal Access to Education

- Pregnant students must have the same access to all classes, programs, and activities as other students.
- Participation in special programs for pregnant students is voluntary, not mandatory.

Reasonable Accommodations

- The program will provide accommodations for pregnancy-related conditions similar to temporary disabilities. Examples may include:
  - Adjusted attendance policies
  - Extensions on assignments
  - Larger desks or seating accommodations
  - Frequent restroom breaks

Medical Leave

- Absences related to pregnancy or childbirth must be excused if deemed medically necessary by a physician.
- Students are entitled to return to the same academic and extracurricular status as before their leave.

Lactation Support

- AIHT encourages providing private, clean, and secure spaces for breastfeeding or pumping, separate from restrooms, and with sufficient time allotted.

Pregnancy Disclosure and Protocol

Students may voluntarily disclose their pregnancy at any time prior to or during program enrollment. Voluntary disclosure is not required unless accommodations or leave are requested.
If a student chooses to disclose their pregnancy:

Notification

- Submit written notification using the Voluntary Pregnancy Declaration Form (see handbook appendix) to the Program Director and Director of Student Support.
- Include a physician's statement confirming pregnancy, gestational weeks, and expected due date.

Choose an Option on the Declaration Form

a. Continue with the Program

- Submit a physician's note confirming the ability to meet technical and physical standards and attend all classes, labs, and externships.
  b. Leave of Absence (LOA)
- If unable to meet program requirements, take a medically necessary leave (see LOA section).
  c. Withdraw and Re-enroll
- Withdraw and re-enroll when ready. Students must meet enrollment requirements at the time of re-entry.

Program Coordination

- The Program Director and Director of Student Support will coordinate with instructors and externship preceptors to implement accommodations and support the student's continued education.

Pregnancy -Externship Considerations

Students on externships must follow site-specific policies and procedures.

- Potential health risks include:
  - Exposure to ionizing radiation
  - Contact with patients with communicable diseases
  - Physical demands such as lifting or moving patients
- AIHT and its clinical affiliates do not assume liability for pregnancy-related exposure.
- Students continuing externships must fulfill all assignments and comply with attendance and clinical requirements.

Pregnancy-Other Considerations

- Students who have not voluntarily disclosed their pregnancy cannot be recognized as pregnant by the program.
- Students may 'un-declare' their pregnancy status at any time during enrollment.

- Documentation and accommodations are handled confidentially and in compliance with Title IX.

Student Health and Safety Standards

During clinical education, students may encounter occupational hazards including exposure to communicable diseases, bloodborne pathogens, body fluids, ergonomic strain, and other workplace hazards. Students are expected to practice safe patient care and adhere to all applicable infection prevention and safety standards to protect themselves, patients, and healthcare personnel.

Prior to beginning clinical education, students receive instruction in infection prevention, Standard (Universal) Precautions, bloodborne pathogens, communicable disease transmission, personal protective equipment (PPE), patient handling, ergonomics, and exposure response through prerequisite coursework and the Introduction to Sonography curriculum, including laboratory instruction. Students who are exempt from the Certified Nursing Assistant (CNA) prerequisite due to previous patient care experience receive equivalent instruction before entering the clinical setting.

In addition, review materials, instructional videos, and other educational resources covering these topics are available in the Externship Brightspace course. Students are strongly encouraged to review these materials prior to beginning clinical education and to reference them throughout the externship experience.

Students are required to comply with all applicable regulations and policies, including:

- Centers for Disease Control and Prevention (CDC) Standard Precautions
- Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard (29 CFR 1910.1030)
- Clinical affiliate infection prevention and exposure control policies
- AIHT safety and clinical education policies

Standard (Universal) Precautions

Students must:

- Treat all blood and body fluids as potentially infectious.
- Perform proper hand hygiene:
    - Before and after every patient encounter
    - After removing PPE
    - After contact with potentially infectious materials
- Wear appropriate personal protective equipment (PPE), including gloves, gowns, masks, and eye protection, as required by the procedure and clinical site policy.
- Follow safe patient handling, lifting, and ergonomically sound scanning techniques.
- Properly dispose of sharps and biohazardous waste according to clinical site policy.
- Follow all infection prevention, isolation, and safety procedures established by the clinical affiliate.

Exposure Incidents

An exposure incident is any contact with blood or other potentially infectious materials through the eyes, nose, mouth, mucous membranes, non-intact skin, or by percutaneous injury (such as a needlestick or other sharps injury). Exposure may also include contact with communicable diseases requiring evaluation according to the clinical site's exposure control plan.

Examples of exposure incidents include, but are not limited to:

- Needlestick or other sharps injury
- Blood or body fluid splash to the eyes, nose, mouth, or mucous membranes
- Blood or body fluid contact with non-intact skin
- Exposure to tuberculosis (TB) or other communicable diseases requiring medical evaluation
- Any exposure identified by the clinical site as requiring follow-up under its Exposure Control Plan

Exposure Incident Procedures

In the event of an exposure incident, the student must:

1. Immediately stop the activity and perform appropriate first aid:
    - Wash the affected area thoroughly with soap and water.
    - Flush eyes, nose, or mouth with water if exposed.
    - Follow any additional emergency procedures required by the clinical site.
2. Immediately notify the supervising sonographer, clinical preceptor, or designated clinical supervisor.
3. Follow the clinical affiliate's Exposure Control Plan, including all required reporting, documentation, and medical evaluation procedures.
4. Complete any incident or exposure documentation required by the clinical affiliate.
5. Complete the AIHT Student Incident Report and submit it to the Clinical Coordinator as soon as possible. The Clinical Coordinator will maintain confidential documentation of the incident. See Appendix E.
6. Obtain prompt medical evaluation and follow any recommended treatment, testing,

counseling, immunizations, or follow-up care.

Students are expected to cooperate fully with all required post-exposure procedures and to comply with both AIHT and clinical affiliate policies. Information regarding financial responsibility for medical care and professional liability coverage is outlined in the **Health Insurance and Liability** section of this handbook.

Latex Allergy

- Latex allergy is a reaction to proteins in rubber latex.
- Symptoms may include:
  - Skin rashes, hives, flushing, itching
  - Nasal, eye, or sinus irritation
  - Asthma
  - Rarely, anaphylaxis

Students must inform the program and externship site if they have or develop a latex allergy. Most medical facilities minimize or eliminate latex products to accommodate allergies.

Ergonomics and Injury Awareness:

Students may be at risk for injury related to muscle overuse, improper patient handling, or poor ergonomics. Continued attention to safe body mechanics and scanning techniques is required throughout the externship.

Students are expected to request assistance when necessary to prevent injury. Any work-related injury must be reported and documented in accordance with clinical site and program protocols.

Health Insurance and Liability

AIHT and externship sites do not assume financial responsibility for student illness or injury.

- Students must carry personal health insurance and are financially responsible for costs related to medical evaluation, treatment, medications, laboratory tests, or imaging.
- Professional liability coverage is provided by AIHT only during assigned clinical hours.

Externship Policies and Procedures

Requirements for Externship

Before beginning the externship, students must meet the following requirements:

1. **Externship Placement**

   Students will be assigned to an available externship site after successfully completing all required modules, including the preclinical module, and passing the SPI exam administered by ARDMS.

2. **Documentation Submission**

   Prior to starting the externship, students must submit:
   a. A copy of their background check.
   b. A drug test result.
   c. A physical health information form completed by their primary care provider. This form should include communicable disease status, immunizations, and confirmation that the student is mentally and physically fit to undertake the externship.

3. **Financial Responsibility**

   All costs associated with these prerequisites are the responsibility of the student. The school will not cover these expenses.

4. **Vaccination Requirements**

   Most clinical facilities require students to have received flu and COVID-19 vaccines before onboarding. Some sites may also mandate Hepatitis B vaccinations.

5. **BLS Certification**

   Students must obtain Basic Life Support (BLS) certification, which includes CPR training.

All requirements must be completed before students can commence their externship.

Employment

The DMS program is demanding and requires significant study time. AIHT strongly encourages students to suspend outside employment during the program. If work is necessary for income, it must not interfere with full-time participation in the clinical externship.

Students must not be used as replacements for staff at clinical sites. Any such occurrences should be reported to the Clinical Site Preceptor and Clinical Coordinator immediately.

Externship Placements

Students will be offered an externship as part of the program. Assignments are typically made near the end of the didactic portion of the program.

Externships are unpaid. Students must be prepared to travel to their assigned clinical sites. While the school attempts to assign sites close to a student's home, this may not always be possible. Externship sites will be within a 90-minute commute each way from the school and/or the student's home address.

Students may be required to complete their externship at more than one site depending on site availability.

Student-Arranged Externship Sites

Students may choose to arrange their own externship site that is not affiliated with the school.

The student must inform the school in advance to allow sufficient time for paperwork and formalities.

The school reserves the right to deny a proposed site if it does not align with program goals.

Note: The timeline for approval and confirmation of new sites is dependent on the site and outside the school's control.

Wait Period Before Starting Externship

Depending on site availability, a wait period of 30 to 60 days may occur between the end of the didactic portion and the start of the clinical externship.

This wait may extend a student's expected graduation date.

During this time, students are expected to continue reviewing theoretical knowledge, scanning techniques, and protocols to stay prepared.

Placing on Hold

If a student refuses an assigned externship site, they will be placed on "hold" until the next site is available.

The school does not guarantee when a new site will become available.

If the hold period exceeds 30 days or the student declines to wait, they may be required to withdraw or take a leave of absence from the program.

Meeting with the Clinical Site Preceptor

Some externship sites require a pre-start meeting or interview with the clinical site preceptor.

This meeting allows the preceptor and student to discuss expectations, ask questions, and establish rapport.

If the preceptor determines the student's skills or personality do not match the site's needs, the student may be reassigned to another site, and the process may be repeated.

Travel and Commute

- Students must be prepared to travel to assigned externship sites.
- While the school attempts to assign sites near students' homes, this is not guaranteed.
- Externship sites will be within a maximum 90-minute commute from the school or the student's home.
- Students are responsible for arranging transportation and covering all related expenses.
- Students must arrive at the site before their scheduled shift begins.

Liability Insurance

DMS students are covered under AIHT's professional liability insurance, which is paid through tuition. Coverage applies only during assigned clinical hours.

Externship Schedule

The student is expected to work at the clinical site in accordance with the start and end time of the shift proposed by the facility. The student is expected to always follow the schedule of the site and regarding holidays. The site's time off schedule takes precedence over the school's schedule.

Note: Minor changes to the schedule can be made after proper approval from the clinical site preceptor. The school does not advise students to ask for any accommodation before the start or in the first week of the externship. In case of any changes made to the schedule, it is mandatory for the student to inform the school. Without proper approval from the Clinical Site Preceptor and the Clinical Coordinator, the externship schedule cannot be modified. Modifying the schedule without permission can result in negative or below expected performance on the evaluations which can impact the student's satisfactory progress in externship and may also lead to expulsion from the externship site.

Attendance Requirements and Recording Procedures

Daily Attendance Submission

Students are required to record their attendance each day in Trajecsys. Accurate attendance documentation is essential for tracking clinical hours and maintaining compliance with program requirements.

Attendance Expectations

Attendance is critical for a complete learning experience. Students must fulfill 100% of their clinical hours, specifically a total of 800 hours during the externship. Adhering to this schedule ensures comprehensive exposure to the clinical environment and supports the development of professional competence.

Absences

Students are permitted up to four (4) absences during the externship. If an absence is anticipated, the student must notify the Clinical Site Preceptor and Clinical Coordinator well in advance and log the absence in Trajecsys, including the reason.

In cases of unexpected absences due to illness or emergencies, students must notify both the Clinical Site Preceptor and Clinical Coordinator at least two hours prior to the start of the shift.

An absence of three or more consecutive days is considered an **extended absence**. If illness results in an extended absence, a physician's release is required before the student may return. Students should also follow their clinical site's return-to-work policies.

Absences Due to Illness

Students exhibiting a fever or symptoms of a communicable or infectious disease should not attend externship. They must notify the Clinical Site Preceptor at least two hours before the scheduled shift and log the absence in Trajecsys.

Examples of Communicable and Infectious Diseases

Conjunctivitis, Infectious Meningitis, COVID-19, Mumps, Cytomegalovirus, Pertussis, Enteroviral infections, Rubella, Streptococcal disease, Scabies, H1N1, Staphylococcus aureus (skin lesions), Hepatitis, Viral Tuberculosis, Upper Respiratory infections, Herpes Zoster (shingles), Influenza, Varicella (chickenpox), Measles, Norovirus.

Emergencies

In the event of unexpected personal circumstances causing unavoidable absences, students must notify the Program Director and Clinical Coordinator as soon as possible. Written documentation must be provided to explain the necessity of the absence. Repeated extended absences will be reviewed and may result in disciplinary action or withdrawal from the program.

Punctuality

Students are expected to arrive on time and document attendance for the entire duration of their assigned shift. Late arrivals will result in reduced attendance credit. Repeated tardiness may lead to discussions with the Program Director and/or Clinical Coordinator and may affect the externship grade and overall progress.

Meal Breaks

A 30-minute break is provided during each shift; some facilities may allow a one-hour break. Students should confirm break policies with their Clinical Site Preceptor.

Make-Up Time

Students are responsible for making up any missed externship time. Make-up hours must be coordinated with the Clinical Site Preceptor and Clinical Coordinator. Completion of the externship requires all required hours and documentation to be verified by the Clinical Site Preceptor and Program Director.

Inclement Weather

Students should use good judgment regarding safe travel during inclement weather. Any missed time due to weather must be made up.

Documentation of Exams

During the externship, students are responsible for documenting all exams they observe, assist with, and perform, including any findings, in Trajecsys.

- First 400 Hours: Students should progress from observation and assistance to performing exams independently.
- After 400 Hours: Students will focus on completing the mandatory (M) competencies listed below.

Competencies

Students must demonstrate proficiency by completing all mandatory (M) competencies. In addition, students are encouraged to select at least two additional competencies of their choice.

- Completion of all mandatory competencies is required to pass the externship.

- Students are responsible for requesting their Clinical Site Preceptor to observe, grade, and document each competency in Trajecsys.

Mandatory (M) Competencies:

1. Abdomen Complete (M)
2. Abdomen Limited/RUQ (M)
3. Aorta (M)
4. Renal Complete (M)
5. Male Pelvis (M)
6. Scrotum (M)
7. Small Parts/Soft Tissue/Extremity (M)
8. Small Parts/Thyroid/Parathyroid (M)
9. Transabdominal (TA) Female Pelvis (M)
10. Transvaginal (TV) Female Pelvis (M)
11. Carotid (M)
12. Lower Extremity Arterial (M)
13. Lower Extremity Venous Unilateral/Bilateral (M)
14. Procedure (set up/assist)
15. At least 2 additional competencies of the student's choice

This approach ensures students meet minimum requirements while exploring areas that align with their interests and career goals.

Clinical Externship Evaluation and Procedure

Daily Evaluation: The Clinical Site Preceptor evaluates students daily.

Formal Evaluations:

- Occur monthly and at the conclusion of the externship.
- Students are responsible for requesting the evaluations in Trajecsys.

Evaluation Criteria:

1. Cognitive
   - Demonstrates knowledge of anatomy and physiology for the relevant exam.
   - Identifies pathology and documents findings accurately.
   - Analyzes personal images, identifies errors/artifacts, and understands causes.
   - Shows eagerness to learn.
2. Psychomotor
   - Performs effectively under stress.
   - Conducts exams logically and efficiently following site protocols.
   - Completes scan tasks under appropriate supervision.
   - Demonstrates entry-level sonographer proficiency.
3. Affective
   - Arrives punctually.
   - Uses downtime effectively (e.g., machine maintenance, restocking, assisting team members).

- Exhibits good bedside manner and treats patients respectfully.
- Respects fellow technologists and staff, offering help when appropriate.
- Accepts and applies constructive feedback.
- Learns from mistakes and strives for improvement.

Externship Site Visits by the Clinical Coordinator

The clinical coordinator will periodically conduct meetings with the clinical site preceptor to assess and document the student's progress. Additionally, the student will meet with the clinical coordinator to discuss their development and receive any necessary guidance to ensure successful completion of the externship.

Clinical Supervision Policy

Students must be supervised by a qualified technologist during all medical imaging procedures. Responsibilities of the Clinical Externship Preceptor:

- Ensure proper supervision and evaluation of students.
- Complete competency evaluations (or assign to supervising technologist).
- Ensure adherence to Ultrasound Department policies.
- Communicate student performance issues or suggestions to program faculty.

Supervision Levels:

A. Direct Supervision – Required for:

1. Exams for which competency is not yet documented.
2. Repeat exams.
3. Invasive procedures (e.g., transvaginal, breast, scrotum).
4. Portable or surgical procedures.

Direct supervision requires the technologist to:

- Review the order and exam request.
- Evaluate patient suitability.
- Be present in the room to assist/observe.
- Critique and approve all images before the patient is released.

B. Indirect Supervision – Allowed for:

- Non-invasive, routine diagnostic exams for which the student is competent.

Indirect supervision requires the technologist to:

- Review the order and exam request.
- Evaluate patient suitability.
- Be immediately available if needed.
- Critique and approve all images before release.

Students must not assume the responsibilities of a technologist to compensate for staffing shortages.

Grading

Evaluation Components:

1. Monthly and Final Evaluations – Provided by the Clinical Site Preceptor.
2. Timely Submission of Documentation – Includes exam logs and competencies in Trajecsys.

Grade Scale:

- Pass (P) or Fail (F)
- Minimum 75% overall required to pass

Grade Distribution:

- 80%: Monthly and Final Evaluations
- 20%: Timely Submission of Exam Logs and Competencies

Example Calculation:

Component	Weight
Average of Monthly and Final Evaluations	80%
Updating and Maintaining Trajecsys Daily	20%
Total	100%

Evaluation Ratings:

- Outstanding: 95–100%
- Good: 85–94%
- Fair: 75–84%
- Poor/Failure: 0–74%

Externship Extension Policy

Students are expected to complete their assigned externship hours and clinical competencies within the designated timeframe of the program. However, under certain circumstances, an externship extension may be granted to allow the student additional time to achieve competency and meet program completion requirements.

Eligibility for Extension:

An externship extension may be requested or approved under the following conditions:

- The student experienced an extended absence due to illness, personal hardship, or other approved circumstances.
- The student requires additional time to meet the minimum clinical competency requirements for graduation.
- The clinical site experienced unforeseen schedule limitations that reduced available scanning opportunities.

Types of Extensions:

1. **Student-Initiated Extension Request (See Appendix):**
    - The student must submit a written request to the Clinical Coordinator at least two weeks before the scheduled externship end date.
    - The request must include:
        - Reason for extension
        - Proposed completion plan and timeline
        - Supporting documentation (if applicable, e.g., medical or personal leave documentation).
    - The Program Director and Clinical Coordinator will review the request and determine eligibility based on student progress and site availability.

2. **Program-Initiated Extension Request:**
    - The program may request an externship extension on the student's behalf if additional clinical experience is necessary for the student to meet required competencies or demonstrate readiness for independent practice.
    - The program will coordinate with the clinical site to arrange extended hours or an additional rotation.

Duration of Extension:

- Extensions are typically limited to **a maximum of 4–8 weeks**, depending on the student's progress and availability of clinical placements.
- Additional time beyond this limit requires approval from the Program Director and School Administration.

Documentation:

All extension requests, approvals, and revised schedules will be documented in the student's academic record.

Updated clinical schedules and evaluations will be maintained in Trajecsys.

Completion Requirements:

Students granted an externship extension must:

- Maintain satisfactory attendance and professional conduct.
- Continue meeting program and site expectations.
- Complete all required hours and competencies before program completion can be verified.

Financial or Enrollment Impact:

Externship extensions may affect the student's program completion date, graduation timeline, and/or financial aid eligibility. Students are responsible for consulting with the Financial Aid Office to understand any potential financial implications before the extension is approved.

Graduation Competencies

Upon successful completion of the DMS Program at AIHT, graduates will demonstrate entry-level competency in accordance with the JRC-DMS Standards and Guidelines and CAAHEP requirements.

Cognitive (Knowledge-Based) Competencies
Graduates will be able to:

- Apply knowledge of anatomy, physiology, and pathology to obtain diagnostic-quality sonographic images.
- Explain the indications, contraindications, and clinical relevance of sonographic exams.
- Interpret and critique sonographic images for diagnostic quality and accuracy.
- Understand and apply medical, legal, and ethical principles relevant to sonographic practice.
- Integrate patient history, lab values, and clinical presentation with sonographic findings.

Psychomotor (Skill-Based) Competencies
Graduates will be able to:

- Perform high-quality diagnostic sonographic examinations in abdominal, obstetric, gynecologic, and vascular imaging (and additional concentrations, if applicable).
- Operate sonographic equipment effectively and safely.
- Optimize image acquisition through proper scanning techniques, patient positioning, and image settings.
- Produce accurate preliminary reports and correctly label images.
- Demonstrate proper infection control, ergonomics, and patient safety practices.

Affective (Professionalism-Based) Competencies
Graduates will be able to:

- Communicate effectively and compassionately with patients, families, and healthcare team members.
- Demonstrate professionalism, ethical behavior, and accountability in clinical and academic settings.
- Adapt to clinical environments using confidence, critical thinking, and sound decision-making.
- Accept and apply feedback to improve performance.
- Respect cultural, age-related, and individual differences in patient care.

Clinical Externship Code of Conduct

Externship Site Expectations

Students are expected to maintain a professional medical environment at all times, including:

Punctuality: Arrive and leave on time.

Reliability: Act responsibly and follow through on assignments.

Professional Image: Maintain appropriate hygiene, attire, and behavior.

Adherence to Policies: Follow both clinical site and school policies; consult your Clinical Site Preceptor if questions arise.

Respectful Interactions: Treat preceptors, staff, patients, and fellow students with respect to foster a positive learning environment.

Utilizing Downtime Effectively: Offer assistance with patient-related tasks when possible. Leaving early is only allowed in extreme circumstances and must be communicated to your Clinical Site Preceptor.

Preparation for Assignments: Review assignments for the next day before leaving for the day.

Focused Learning Environment: Prioritize learning; minimize socializing during clinical hours.

Dress Code: Students must wear school scrubs with the school logo, unless instructed otherwise by the externship site. See Dress Code Section of this handbook.

Code of Ethics and Professional Conduct

Students are expected to follow the school's Code of Ethics and the SDMS Code of Ethics and Scope of Practice.

Key principles include:

1. **Professionalism:** Maintain professional behavior in all interactions.
2. **Confidentiality:** Protect patient information at all times.
3. **Patient Rights:** Respect legal and moral rights of patients.
4. **HIPAA Compliance:** Follow all policies and regulations to ensure patient privacy.
5. **Non-maleficence:** Avoid causing harm to patients.
6. **Collaboration:** Work cooperatively with healthcare professionals.
7. **Standard Precautions:** Adhere to safety protocols at all times.
8. **Efficiency:** Follow school and clinical site policies and protocols.
9. **Reporting**: Report unethical conduct to the appropriate authority.

Reference:

SDMS Scope of Practice – Defining Sonography Standards

Scope of Practice - Defining Sonography Standards

Dress Code and Clinical Appearance Guidelines

Students are expected to always present themselves in a professional manner during clinical externships. A professional dress code ensures safety, hygiene, and a respectful environment for patients and staff. Failure to adhere to these guidelines will result in a verbal or written warning, with repeated offenses subject to disciplinary action such as temporary suspension from the clinical assignment for the remainder of the day.

Required Clinical Attire

- **Uniform**: AIHT-issued **light blue scrub top and pants** must be worn.
- **Undershirts**: Any visible clothing worn underneath the scrub top must be a **solid color (white, blue, black, gray or the same color** as the scrub set).
- **Outerwear**: If needed for warmth, students may wear a solid color fleece **(blue, black, gray or the same color** as the scrub set)
    - no logos or hoodies permitted.

Identification

- **Student ID badges** must be worn **above the waistline** and must remain visible at all times while on-site.

Footwear

- Footwear should be clean, in good condition, and appropriate for a clinical setting.
- Shoes must be closed-toe and closed-heel to protect against spills and injuries.
- Footwear should be made of non-absorbent material to maintain hygiene standards.
- Shoes with holes (e.g., certain styles of Crocs) or open backs are not permitted due to safety concerns.

Grooming and Hygiene

- Hair must be clean and **tied back or secured** to prevent contact with patients or equipment.
- Personal hygiene must be maintained, and **breath should be free of any offensive odors**.
- No **strong perfumes or colognes** may be worn.
- **Facial hair** must be limited to a **neat, well-trimmed mustache**; full beards may be subject to site-specific policies.

Nails and Makeup

- Nails must remain at a practical, active length.
- **Nail polish** must be **unbroken, neutral, or pastel in color**.
- **Artificial nails (gels, dips, acrylics, etc.) are not permitted** in most clinical settings.
- Makeup should be **minimal and conservative**.

Jewelry

- One ring or wedding band set is permitted.
- One functional wristwatch may be worn. (For smartwatch usage, refer to the Cell Phone Use Policy.)
- One pair of small, non-dangling, conservative earrings is allowed. Large or hoop-style earrings are not permitted.
- Large or dangling jewelry of any kind is prohibited due to safety concerns.

Tattoos and Body Piercings

- Tattoos must be appropriate for a clinical setting and free of offensive or distracting content. Excessive and inappropriate tattoos should be covered.
- Only one small nose stud or hoop is allowed. All other facial piercings must be removed or replaced with clear retainers.
- Oral piercings are not permitted during clinical hours.
- Excessive body piercings should be covered or removed.

HIPAA Compliance

Students are responsible for knowing and following HIPAA guidelines. All patient information is confidential and must remain private.

Examples of Compliance:

- Do not discuss patient information in public areas.
- Personal electronic devices (phones, smartwatches, tablets) are not allowed in the clinical area.
- Programs on clinical computers must be closed when not in use.
- Use only patient initials when calling patients; avoid full names.
- No photos are permitted in clinical areas or in uniform.
- Access patient information only for educational purposes.
- Images may not be removed from the clinical site without permission.
- Discuss patient information only as necessary for education.

Consequences of Violations:

Failure to comply with HIPAA may result in reprimand, probation, removal from a clinical site, course failure, or dismissal from the program. HIPAA violations are considered a breach of the Code of Ethics.

Reference:
Health Insurance Portability and Accountability Act of 1996 (HIPAA) | CDC

Cell Phone, Electronic Devices, and Social Media Policy

- All personal devices must be silenced and stored out of sight during clinical hours.
- Devices may be used only during breaks or between patients.
- Excessive or inappropriate use may be perceived as disinterest and can affect professionalism and grades.
- Clinical sites may restrict device use as necessary.

Social Media:

- Do not post information related to clinical experiences on any social media platform.

- Violations may result in disciplinary action, up to and including program dismissal.

Discipline Policy

Students enrolled in the Diagnostic Medical Sonography (DMS) Program are expected to adhere to all program policies, institutional rules, professional standards, and clinical site requirements. Failure to comply may result in disciplinary action, clinical site reassignment, removal, or program dismissal. Students retain the right to appeal actions in accordance with institutional policy.

Conduct Subject to Disciplinary Action

Students are expected to comply with all institutional policies, DMS Program policies, clinical site rules, and professional standards of conduct. Failure to meet these expectations may result in disciplinary action, including reprimand, probation, clinical site removal, or dismissal. Behaviors that may result in a reprimand or further disciplinary action include, but are not limited to:

- Unprofessional behavior or communication
- Tardiness or unexcused absences
- Failure to follow clinical site policies or procedures
- Failure to follow instructions from faculty or clinical preceptors
- Incomplete or inaccurate clinical documentation
- Dress code or appearance violations
- Inappropriate use of electronic devices
- Failure to maintain professional boundaries with patients, peers, or staff
- Minor confidentiality or HIPAA-related concerns that do not rise to gross misconduct

Repeated or unresolved violations may result in probation, clinical reassignment, removal from a clinical site, or program dismissal.

Clinical Discipline – Progressive Process

The program generally follows a progressive disciplinary approach; however, the severity of a violation may warrant immediate action.

Verbal Warning

- May be issued for a first or minor clinical violation
- The Program Director or designee meets with the student to review the concern and expectations for correction
- Documentation of the discussion is maintained in the student's record

Written Warning

- May be issued for repeated or more serious violations
- A formal meeting is held with the student and program representatives
- Documentation includes the infraction, required corrective actions, and consequences of continued noncompliance

- Documentation is retained in the student's file

Failure to comply with corrective actions may result in probation, clinical removal, or termination

Disciplinary Actions

Probation

- Imposition of specific conditions for a defined period due to misconduct, performance concerns, or repeated violations
- Immediate compliance required
- Noncompliance may result in clinical reassignment or program dismissal
- Determined at the discretion of the Program Director

Dismissal / Termination

- Removal from the clinical site or program may occur due to gross misconduct, repeated violations, or behaviors jeopardizing patient safety, professionalism, or site relationships
- Immediate action may occur without prior warning to protect patient safety or program integrity

Examples of Gross Misconduct (not exhaustive)

- Dishonesty, theft, or falsification of records
- Sexual misconduct or harassment
- Physical assault, threats, or intimidation
- Patient safety violations
- HIPAA or confidentiality breaches
- Criminal behavior impacting the program or clinical site
- Use, possession, or distribution of controlled substances
- Conduct jeopardizing clinical site relationships

Clinical Site Reassignment – Program Initiated

- The program may reassign a student when a clinical placement is unsuitable, or continuation is not in the best interest of the student, patients, or program
- Decisions are made by the Program Director; site input may be considered, but program retains final authority
- Reassignment does not imply fault of the student or site
- Missed hours due to reassignment are managed by the program when feasible
- Students must maintain professionalism during reassignment

Student-Initiated Clinical Reassignment

- Requests must be submitted in writing with rationale to the Program Director
- Approval is not guaranteed; dependent on program discretion, site availability, and student standing
- Reassignment may delay clinical progression or program completion

Clinical Site–Requested Removal

- A clinical site may request immediate removal of a student at any time to protect patient safety or professional standards
- The program honors removal requests
- Removal does not guarantee reassignment
- The Program Director determines reassignment, probation, or dismissal
- Severe circumstances may result in immediate program dismissal

Conditions for Removal or Dismissal

Students may be removed from a clinical site or dismissed for:

- Failure to follow institutional, program, or site policies
- Attendance noncompliance
- Unsatisfactory clinical performance or professional behavior
- Repeated violations after documented warnings
- Gross misconduct

Minor infractions: Temporary hold from the clinical site with faculty review prior to reassignment
Severe infractions: Immediate program dismissal; students may request re-enrollment per policy

Due Process

- All disciplinary actions, removals, and dismissals are documented in the student record
- Students receive written notice and opportunity to provide input before final decision
- Final decisions rest with the Program Director and institutional leadership

Graduation Requirements

(To be completed after a minimum of 800 externship hours and submission of all required documentation: monthly and final evaluations, daily exam logs, and competency sign-offs.)

- ☐ **Complete the ARDMS Clinical Verification Form**
  - Have your preceptor complete the ARDMS Clinical Verification (CV) Form for the exam specialty you plan to pursue (Abdomen, OB/GYN, etc.).
  - Forms can be located by searching: *"ARDMS CV Form Abdomen"* or *"ARDMS CV Form OBGYN"* online.

☐ **Submit a Student Evaluation of Externship Site**
- Log into Trajecsys and complete the *Student Evaluation of Externship Site* to provide feedback about your clinical experience.

☐ **Exit Counseling with Financial Aid**
- Complete Exit Counseling with the Financial Aid Office.
- Your certificate cannot be released until this step is completed.

☐ **Complete the AIHT DMS Graduation Survey**
- **Completion of the survey is required prior to requesting and receiving your certificate**
- **Email the Program Director for the survey**

☐ **Request Your Certificate**
- Submit the Certificate Request Form

☐ **Obtain a DMS Program Completion Letter**
- Request a Program Completion Letter (required for ARDMS eligibility) by emailing the Program Director at Rcoppola@aihtedu.com.

☐ **Prepare for Job Applications**
- Update your resume and begin applying for sonography positions.
- For resume support, contact the Clinical Coordinator or Program Director.

☐ **Schedule Your Certification Exams**
- Schedule your ARRT Sonography exam or ARDMS Abdomen/OB-GYN exams, depending on eligibility.
- Begin focused exam preparation to achieve credentialing as quickly as possible.

☐ **Complete Employment Verification Form**
- When you accept employment, notify the program.
- An Employment Verification Form will be emailed to you.
- Submission is required so that the program can track outcomes for CAAHEP accreditation.

☐ **Send a Professional Photo**
- Email a professional photo along with your employer's name and email after securing your first job.
- This helps us celebrate your success and update program records.

Reminder: Completion of all above steps is required for official program closure and accreditation compliance. Please communicate with the Program Director or Clinical Coordinator if you encounter any delays.

Certification Exams

DMS students are eligible to apply for and take certification exams both prior to and immediately after graduation.

Eligible Exams:

- Sonography Principles & Instrumentation (SPI) examination
- American Registry of Radiologic Technologists (ARRT)
- American Registry of Diagnostic Medical Sonography (ARDMS)

Eligibility for Certification Exams

- **SPI**
  Students may take the Sonography Principles and Instrumentation (SPI) examination after completing all Physics coursework, which is a prerequisite for clinical externship.
- **ARDMS/ARRT**
  - **Associate degree**: Students with an associate degree are eligible to take the ARRT Sonography exam upon graduation. Upon passing the ARRT exam, they can then sit for the ARDMS credential exam (Abdomen, OB/GYN, Breast, or Vascular). If the student does not take or pass the ARRT, they must have 1 year of field experience to qualify for the ARDMS credential exam.
  - **Bachelor's degree**: Students with a bachelor's degree or higher can take the ARDMS certification exam immediately upon graduation. They must complete the ARDMS Clinical Verification Form with their clinical site preceptor before completing their externship. These forms can be found by searching "ARDMS CV Form Abdomen" or "ARDMS CV Form OBGYN" on Google.

Criminal Background Checks

Please note that there are criminal background history qualifications required to sit for both registry boards. For more information, refer to the ARDMS and ARRT websites for qualifications and compliance/ethics review applications.

Compliance Pre-determination Application - ARDMS

Ethics Review Preapplication

ARRT & ARDMS Exam Reimbursement Protocol

Certification Exam Fee Reimbursement Policy
To support student success on national certification examinations, AIHT will reimburse eligible students for **100% of the examination fee for one eligible certification examination** as outlined below.

SPI Examination

- Students who **pass the ARDMS Sonography Principles & Instrumentation (SPI) examination within six (6) months of completing the SPI course** are eligible for reimbursement of **100% of the examination fee**.

ARRT Sonography OR ARDMS Abdomen Examination

- Graduates may receive reimbursement for **one** of the following:
    - **ARRT Sonography examination**, OR
    - **ARDMS Abdomen examination**.
- The examination must be **passed within six (6) months of graduation**.
- Reimbursement is limited to **one examination fee**. If a graduate chooses to take both the ARRT Sonography and ARDMS Abdomen examinations, AIHT will reimburse **only one** of the two examination fees.

Reimbursement Requirements
To receive reimbursement, the student/graduate must submit:

- A copy of the examination fee receipt; and
- Proof of passing the examination.

Reimbursement requests must be submitted within **60 days of receiving the examination results**. Approved reimbursements will be processed through the school's accounting department.

Note: Reimbursement applies only to the eligible examination fee and does not include study materials, preparation courses, application fees, or other certification-related expenses.

Optional Note:
The program reserves the right to approve or deny specific study resources and exam reimbursement requests at its discretion.

Accreditation and Compliance Statement

The policies, procedures, and clinical requirements outlined in this DMS General and Clinical Handbook are designed to ensure compliance with the standards established by the **Commission on Accreditation of Allied Health Education Programs (CAAHEP)** and the **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**.

This handbook specifically supports the **Abdomen–Extended concentration** of the Diagnostic Medical Sonography Program at the **American Institute of Healthcare & Technology (AIHT)**. The content aligns with the competencies and learning outcomes required under **CAAHEP Standards and Guidelines, Appendix B**, ensuring that students are prepared for clinical competence and **ARDMS credential eligibility** in Abdomen sonography.

This handbook is reviewed and updated regularly to maintain compliance with current **CAAHEP and JRC-DMS standards** and to reflect best practices in diagnostic medical sonography education.

Last Reviewed: September 9, 2026

Appendix

A: Certified Nursing Assistant (CNA) Requirement Waiver Form

American Institute of Healthcare & Technology
Certified Nursing Assistant (CNA) Requirement Waiver

Applicant Name: _____
Date of Birth: _____
Phone Number: _____
Email: _____

Waiver Request
CNA certification is a program requirement for the Diagnostic Medical Sonography Program at AIHT. I am requesting a waiver based on prior healthcare licensure and/or direct patient care experience.

Qualifying Basis (Check One)

☐ **Licensed/Certified Healthcare Professional**
(RN, LPN, RT-R, Paramedic, EMT, Respiratory Therapist, Surgical Technologist, Medical Assistant)
License/Certification #: _____
Issuing Organization: _____

☐ **Direct Patient Care Employment Experience**
Brief description of patient care duties (e.g., vital signs, infection control, patient transfers):

Years of Healthcare Experience: _____

Required Documentation
Documentation must correspond to the selected qualifying basis:

- Licensed/Certified Applicants:
  ☐ Copy of current active license or certification
- Employment-Based Applicants:
  ☐ Employment verification confirming job title, dates, and patient care responsibilities
- All Applicants:
  ☐ Resume or CV

AIHT reserves the right to verify licensure or employment. Incomplete documentation will result in denial.

Acknowledgment

By signing below, I acknowledge that:

- CNA-level patient care skills are foundational to clinical practice.
- My prior education and/or experience provides equivalent competency.
- Approval is at the discretion of the Program Director.
- This waiver does not exempt me from any other program requirements.

I certify that the information provided is accurate and truthful.

Applicant Signature: _____
Date: _____

Program Director Determination

☐ Approved
☐ Denied

Notes:_____
_____

Program Director Signature: _____
Date:_____

B: Accommodation Disclosure Form

American Institute of Healthcare & Technology
Diagnostic Medical Sonography Program
Disability Accommodation Declaration Form

Purpose:
The DMS Program is committed to providing equal access to all students in accordance with the Americans with Disabilities Act (ADA). This form allows students to voluntarily disclose a disability or medical condition and request reasonable accommodations to support their participation in didactic, lab, and clinical activities.

Student Name: _____Student ID #_____
Date of Birth: _____
Phone Number: _____
Email: _____

Accommodation Request

Please describe the accommodation(s) you are requesting, including the setting(s) where they are needed (e.g., lectures, labs, clinical rotations) and how they will help you meet program requirements:

Impact of Disability/Condition:

Briefly explain how your disability or condition currently affects your academic, lab, or clinical performance:

Supporting Documentation

Attach supporting documentation from a qualified healthcare provider or other appropriately qualified evaluator. Documentation should provide information regarding the disability or condition, relevant functional limitations, and recommended accommodations, when appropriate.

Documentation should generally be dated within the last five years. Previous IEPs, 504 Plans, or other accommodation records may be considered as supporting documentation but do not automatically establish accommodations at AIHT.

Additional information may be requested when needed to evaluate the accommodation request.

Student Acknowledgment

By signing below, I acknowledge that:

- I am voluntarily disclosing my disability or condition to request accommodations.
- I understand that the DMS Program will maintain my information confidentially and share it only with personnel involved in implementing or monitoring approved accommodations.
- I understand that reasonable accommodations are intended to provide equal access but cannot eliminate essential program requirements, fundamentally alter the DMS Program, or compromise patient safety.
- I understand that clinical sites and credentialing organizations, including the ARDMS, may have separate accommodation requirements and approval processes.
- I agree to provide additional or updated documentation if reasonably requested and to notify the program if my accommodation needs change.

Student Signature: _____ Date: _____

Program Review (Completed by Director of Student Support)
Accommodation(s) Approved: ☐ Yes ☐ No ☐ Additional Information Needed

Approved Accommodation(s):

Applicable Setting(s):
☐ Classroom ☐ Testing ☐ Laboratory ☐ Clinical

Notes/Conditions:

Effective Date of Accommodation Plan: _____

Reviewed By: _____
Title: _____
Date: _____

C: Voluntary Pregnancy Declaration Form

American Institute of Healthcare & Technology
Diagnostic Medical Sonography Program
Voluntary Pregnancy Declaration Form

Purpose:
The Diagnostic Medical Sonography (DMS) Program recognizes that pregnancy may require modifications to clinical, lab, or classroom activities to ensure the safety of both the student and patients. This form allows students to voluntarily notify the program of pregnancy and select an appropriate plan of action.

Student Name: _____Student ID #_____
Date of Birth: _____
Phone Number: _____
Email: _____

Notification
I am voluntarily notifying the program of my pregnancy. Attached is a physician's statement confirming:

Confirmation of pregnancy
Gestational age (weeks)
Expected due date

I understand this information will be kept confidential and shared only with personnel necessary to implement accommodations or safety measures.

Declaration of Intent
Please select one of the following options:

a. Continue in the Program

☐ I intend to continue my enrollment and participation in the program.

Requirements:

- Attach a physician's statement confirming ability to meet all technical and physical standards.
- Confirm ability to attend all classes, labs, and clinical rotations safely.

b. Leave of Absence (LOA)

☐ I request a medically necessary leave of absence due to pregnancy.

Requirements:

- Leave will follow the program's LOA policy.
- Student may return to the program in accordance with LOA procedures.

c. Withdraw and Re-Enroll

☐ I request to withdraw from the program and re-enroll at a later date.

Requirements:

- Student must meet all enrollment requirements at the time of re-entry.
- Program readmission is contingent upon available space and compliance with academic policies.

Student Acknowledgment

By signing below, I acknowledge that:

- ▫ My pregnancy notification is voluntary.
- ▫ I understand the program may implement accommodations or modify clinical assignments for safety.
- ▫ I am aware of my options and their implications regarding attendance, clinical rotations, and program progression.
- ▫ I have attached all required physician documentation.

Student Signature: _____ Date: _____

Program Review (Completed by Director of Student Support, Program Director or Designee)

Reviewed by: _____ Title: _____

Date: _____

Approved Plan of Action: ☐ Continue ☐ LOA ☐ Withdraw/Re-enroll

Notes/Conditions:_____
_____
_____

D: Externship Health Form

American Institute of Healthcare & Technology
Diagnostic Medical Sonography Program
Health and Physical Examination Report

Part I Personal Information – Please print (completed by your physician)

Name: _____Date of Birth: _____

Address _____

City State Zip _____

Phone # _____

Emergency Contact (name) Phone # _____

Family Physician Phone # _____

Part II Medical History - Dates need not be exact, provide accurate month and year only regarding operation & injuries (completed by your physician)

A. Check disease or illness past or present

Measles		Asthma		Mumps	
Mononucleosis		Pneumonia		Rheumatic Fever	
Hay Fever		Hepatitis		Scarlet Fever	
Chicken Pox		Kidney Disease		Cardiac Problems	

Other serious diseases:

Allergies to Medicines/Latex allergy screen/other:

_____

_____

Injuries/ Medical & Surgical
History:_____

_____

List medication(s) taken on regular basis:

_____

_____

_____

_____

B. Please attach supplemental documentation as needed for clinical externship site:

1. Childhood Vaccinations, please attach documentation.

2. Two steps TB test (if previous TB test have been positive): Date: _____

OR

3. One-step Quantiferon test done with in last calendar year. Date: _____

4. Seasonal Flu vaccination (clinical site applicable): Date: _____**
**If, for some reason(s), you do not get this vaccination, clinical externship may ask you to sign a waiver and/or wear a protective mask while on duty.

Health and Physical Examination Report

Part III General Condition - (completed by your physician)

Height_____Weight_____BP_____Hearing_____

Vision_____Extremities:_____Back &Spine: _____

Students are required to function successfully in the following performance areas to complete an allied health occupation program.

1. Provide support to patient during walking, standing or getting in or out of bed or chair (support or lift 50 pounds)
2. Communicate with patient, family, or healthcare provider verbally.
3. Provide written documentation.
4. Observe visual changes in patient and/or environment for proper documentation.

5. Provide manual dexterity to operate keyboard, dials and apparatus utilized in the patient care and/or records area.

☐ Meets above performance standards

Does the patient have a history of any communicable disease?

Yes ___ No ___ (If yes, please specify and provide details)

_____

_____

Is this applicant physically and emotionally qualified to participate in all classroom and clinical activities of an allied health occupation?

Yes ___ No___ (If no, please comment and attach additional pages if necessary)

_____

_____

Physician Signature: _____

Physician's Name (Print):_____
Date: _____

Address:

_____

E: Student Health and Safety Incident Report Form

American Institute of Healthcare & Technology
Diagnostic Medical Sonography Program
Student Health and Safety Incident Report Form

Instructions:

1. Complete this form immediately after any exposure incident.
2. Submit to your **Clinical Coordinator and Program Director**.
3. Follow all clinical site policies regarding incident reporting, testing, and follow-up.
4. Keep a copy for your student file.

Student Name: _____Student ID #_____
Date of Birth: _____
Phone Number: _____
Email: _____
Time of Incident: _____
Clinical Site: _____
Clinical Supervisor or InstructorTechnologist: _____

---

1. Type of Incident (Check all that apply)

- ☐ Musculoskeletal
- ☐ Exposure
  - Blood
  - Body Fluids
  - Needle Stick / Sharps Injury
  - Other (describe): _____

---

2. Incident Details

Describe exactly what happened:

_____

_____

_____

Patient involved (optional/confidential): _____
Equipment or material involved: _____

---

3. Immediate Actions Taken

Cleaned/wash site: [ ] Yes [ ] No
Applied first aid: [ ] Yes [ ] No

Reported to Preceptor/Supervising Technologist: [ ] Yes [ ] No
Other actions: _____

---

4. Follow-Up

Was medical evaluation obtained? [ ] Yes [ ] No
Facility / Department for evaluation: _____
Was PEP (Post-Exposure Prophylaxis) initiated? [ ] Yes [ ] No
Additional follow-up needed: _____

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5. Reporting & Documentation

Date reported to Program Director / Clinical Coordinator: _____
Signature of Student: _____
Signature of Preceptor: _____
Signature of Program Director/Coordinator: _____

F: Externship Extension Request Form

American Institute of Healthcare & Technology
Diagnostic Medical Sonography Program
Student Health and Safety Incident Report Form

Student Name: _____
Clinical Site: _____
Externship Start Date: _____
Original End Date: _____
Requested Extension End Date: _____

Reason for Extension Request
(Select all that apply and provide an explanation below.)
☐ Medical leave or personal hardship
☐ Insufficient clinical hours due to absence
☐ Need additional time to complete required competencies
☐ Limited scanning opportunities at clinical site
☐ Other (please specify): _____

Explanation:

_____
_____
_____
_____

Proposed Completion Plan:
(Outline how you will complete remaining hours/competencies.)

_____
_____
_____

Student Acknowledgment
I understand that approval of an externship extension is not guaranteed and may impact my program completion date, graduation timeline, and/or financial aid eligibility. I agree to comply with all program and site policies during the extension period.

Student Signature: _____ **Date:** _____

Program Use Only

Reviewed by Clinical Coordinator: _____

Date Reviewed: _____

Comments: _____

Program Director Decision:

☐ Approved ☐ Denied

Revised End Date: _____

Program Director Signature: _____ Date: _____

ARRT and ARDMS Exam Reimbursement Protocol

Purpose:

To encourage student success on national certification exams, AIHT will provide financial reimbursement for approved study materials and exam fees as outlined below.

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1. Study Material Reimbursement – My Ultrasound Tutor

- **Eligibility:** All currently enrolled Diagnostic Medical Sonography students preparing for ARRT or ARDMS certification exams.
- **Approved Resource:** *My Ultrasound Tutor* (current student rate: **$160**)
- **Reimbursement Amount:** 100% of the purchase price ($160).
- **How to Claim Reimbursement:**
    1. Purchase the *My Ultrasound Tutor* study access using your own payment method.
    2. Email your purchase receipt to **Pritesh Mevasia** at **pmevasia@aihtedu.com**.
    3. Reimbursement will be processed through the school's accounting department.
- **Note:** Please sign up promptly, as the discounted rate may change without notice.
    - For **ARRT exam prep**, scroll to the **bottom of the My Ultrasound Tutor page** for the appropriate course.

---

2. ARDMS Exam Fee Reimbursement

- **Eligibility:** Graduates who pass any **ARDMS exam on their first attempt within six (6) months** of program completion.
- **Reimbursement Amount: 50% of the ARDMS exam fee**.
- **How to Claim Reimbursement:**
    1. After passing the ARDMS exam, email **Robin C.** the following:
        - A copy of your **exam fee receipt**, and
        - **Proof of passing** (such as your ARDMS result or confirmation).
    2. Once verified, reimbursement will be issued for 50% of the exam cost.

---

3. Processing and Deadlines

- Reimbursement requests must be submitted within **60 days** of the purchase or exam result.
- Payments will be issued through the school's accounting department within **30 days** of approval.