

Indiana Commission for Higher  
Education Indiana Board for  
Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in  
Indiana with a Physical Presence in the State**

**DEGREE  
APPLICATION  
(*New or Renewal  
program*)**

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Stellar Career College

Program name and

Suggested CIP Code: Associate of Applied Science in Diagnostic Medical Sonography  
(CIP Code: 51-0910)

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS,  
Ed.S., Ph.D.)

Name of Person Preparing this Form Dr. Zulfiqar A. Satti

Telephone Number (773) 317 - 7284

**Application Type**

Date the Form was Prepared January 12, 2022  
(Revise date after any revision)

Initial or Renewal

Program Deliver Options:

The College will offer this program in on-ground format as well as in hybrid format in which students can take up to 45% of the courses using online delivery method. The instruction delivery format options are provided for each course in the course description section of the college catalog.

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Associate of Applied Science in Diagnostic Medical Sonography degree will enable Indiana residents to gain entry-level employment in the field of diagnostic imaging sonography. This Associate of Applied Science degree in Diagnostic Medical Sonography will also provide opportunities to the current healthcare workers for career advancement through additional training opportunities in vital clinical skills. Over the years imaging technologies have evolved significantly. Therefore, it is critical for the current workforce in the healthcare field to learn new technologies for optimal benefits of the patients. This degree will also provide opportunities to the graduates to continue on to higher education through credit transfer to the institutions of higher education. After receiving the approval for this degree program, this institution will develop articulation agreements with the local and national institutions of higher education for the credit transfer. This degree program will also positively contribute towards the state, regional, and national labor needs for healthcare professionals.

This Associate degree will provide opportunities to the students for Diagnostic Medical Sonography. According to the US Department of Labor, Diagnostic Medical Sonographers are well-paid and in-demand professions. According to Careeronestop research that is sponsored by the US Dept. of Labor, this occupation is expected to grow rapidly during the next ten years, i.e. average growth is expected to be 19%. This occupation is expected to grow much faster than average.

The following summary has been developed using the data provided by the US Dept. of Labor:

The Diagnostic Medical Sonographers:

The Median wages (2020):	\$37.40 hourly, \$77,790 annual
Employment (2020):	75,900 employees
Projected growth (2020-2030):	19% (faster than average)

In Indiana:

- Workers on average earn \$72,370.
- 10% of workers earn \$54,040 or less.
- 10% of workers earn \$97,930 or more.

In the United States:

- Workers on average earn \$74,690.
- 10% of workers earn \$53,790 or less.
- 10% of workers earn \$105,340 or more.

Indiana Employment

Employment (2018):	1,160 employees
Projected employment (2028):	1,380 employees
Projected growth (2018-2028):	19%

In the United States:

Employment (2020):	75,900 employees
Projected employment (2030):	90,300 employees
Projected growth (2020-2030):	19% (faster than average)

Stellar Career College through this AAS in Diagnostic Medical Sonography degree program will create additional opportunities for the residents of the State of Indiana to earn credentials in these in-demand, well-paid healthcare professions and contribute towards meeting an economic demand.

Stellar is committed to delivering quality career education and we go above and beyond the standard requirements of States and our accrediting body ACCSC. Stellar has hired well-qualified and experienced faculty who are credentialed/ licensed in their respective fields. Most of our faculty consists of practitioners from the field. Stellar allocates an appropriate budget for the learning resources to create and enhance learning opportunities for its students.

The Diagnostic Medical Sonography Department is led by a capable and well-experienced imaging professional, Program Director Stephanie Wells-Mullins, EdD, MS Healthcare Administration, BS Biology and Chemistry, AAS Cardiovascular Sonography RDCS, RVT, (ARDMS). She has more than 20 years of professional experience as a Staff Sonographer in Adena Health System. Also, she has 14 years of teaching experience in Diagnostic Medical Sonography and Allied Health Sciences.

Instructor Sangeetha Gopalaseshan, MS Biochemistry, AAS DMS, AS, RDMS (OB/GYN), RVT (ARDMS) has more than 5 years of working experience in the field of sonography. She is currently working as a vascular sonographer at Northwestern Medicine and previously worked at Presence Mercy Medical Center.

Instructor Jennifer Olavarria, BS Radiographic Sciences, AS Radiography, RDMS, RT (R) is an Indiana Resident with professional experience in administration and sonography. She will work concurrently as the interim campus director and instructor of the AAS DMS program. She has more than 14 years of working experience as an ultrasound technologist in imaging facilities located both at Chicago, IL and Hammond, IN.

In addition to these state-of-the art virtual technologies, the college equips its labs with appropriate training equipment to ensure students will have opportunity for the hands-on training in the in-person, instructor-led classes at the college campus.

The objectives of the associate degree will be achieved through the following:

- Student assessments for each course and feedback to the faculty
- Course monitoring to ensure compliance with the institution procedures
- Review of curriculums with industry representatives (members of our Program Advisory Committees) at least twice a year
- Feedback from alumni
- Review of curriculums by faculty
- Development of syllabi for each course that supports the degree objectives
- Engage faculty who maintain their currency in the degree being taught
- Course content organized into modules for weekly content

### **Program Description:**

This program will prepare students for the specific careers/professions in the growing fields of magnetic resonance imaging technology. This program is designed for students who would like to seek entry-level employment immediately upon graduation. Current healthcare workers can also benefit from this program by learning modern technical skills in the field of Diagnostic Medical Sonography. Emphasis is placed on courses that enable the students to gain theoretical knowledge and vital practical clinical skills that are critical for working in the health sciences and prepare the students for the industry standard credentials.

This program is designed to prepare an associate degree level education in the field of Diagnostic Medical Sonography. The college uses the curriculum guidelines and resources provided by the state, accrediting body, credentialing/ licensure agencies, professional bodies, and textbooks publishers. Stellar has formed Program Advisory Committees (PACs) for all of its training programs. PAC membership consists of individuals who are healthcare practitioners working in the healthcare field, representatives of prospective employers of the graduates of these programs, educators, and/or online-education-delivery specialists. Program directors, faculty, and PAC members review and recommend resources for this purpose. We have determined the appropriateness of each course within this associate degree program through the following method. We have completed research on the program by reviewing the contents and competency requirements and/or guidelines set by the state, accrediting agency, credentialing agency, and any professional organizations. This has been an ongoing process since Stellar Career College was established. We also compare our program with the similar programs at local accredited institutions of higher learning that have similar length. The Program Advisory Committees have validated the appropriateness of the programs' objectives, contents, and program length.

The Associate degree in Diagnostic Medical Sonography is the education and preparation of students for a career as a diagnostic sonographer. The associate degree curriculum is designed to synthesize clinical and didactic experiences in radiography, to instill a desire to excellence in practice, and to provide a foundation of academic and career advancement.

The following are program objectives:

- Demonstrate clinical competence, professionalism and critical thinking skills based on professional standards,
- Prepared the graduate for a career as an entry-level sonographer,

- Exhibit behavior consistent with the professional, ethical, and legal standards of allied health,
- Learn how to operate the machine,
- Learn how to enter patient information,
- Learn how to adjust depth measurement,
- Learn how to adjust frequency,
- Learn how to demonstrate indicator orientation,
- Learn how to save images,
- Learn how to establish objective criteria,
- Learn how to position the patient for the specific test,
- Learn the basic introduction to accreditation bodies, and
- Learn the standards for ultrasound QC (quality control).

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Associate of Applied Science in Diagnostic Medical Sonography

Total Course Hours:	<u>90</u>	Check one:	Quarter Hours <input checked="" type="checkbox"/>
			Semester Hours <input type="checkbox"/>
			Clock Hours <input type="checkbox"/>

Tuition: \$300 per credit. \$27,000 for the entire program. Length of Program: 2 academic years

**SPECIALTY COURSES:**

(a total of 67.5 quarter credits): Diagnostic Medical Sonography

Course Number	Course Title	Quarter Credit Hour	Semester Credit
BIO 111	Basic Medical Terminology	3	2.00
BIO 112	Human Anatomy and Physiology I	2	1.33
BIO 113	Pharmacology	2	1.33
BIO 114	Healthcare Laws and Ethics	2	1.33
BIO 115	Patient Care in Imaging	2	1.33
BIO 116	Human Anatomy and Physiology II	2	1.33
BIO 117	Careers in Healthcare	4	2.67
BIO 211	Advancement in Healthcare Technology	4	2.67
BIO 212	Descriptive Statistics in Healthcare Industry	4	2.67
BIO 213	Environmental Health and Safety	4	2.67
BIO 214	Healthcare and Leadership	4	2.67
BIO 215	Research Methods for Healthcare Sciences	4	2.67
BIO 216	Imaging Pathology	3	2.00
BIO 217	Global Pandemics and Public Health	4	2.67
DMS 121	Fundamentals of Sonography I	5.5	3.67
DMS 122	Sonographic Imaging I	5.5	3.67
DMS 123	Ultrasound Physics I	2	1.33
DMS 124	Externship I	6.5	4.33
DMS 221	Fundamentals of Sonography II	5.5	3.67
DMS 222	Sonographic Imaging II	5.5	3.67
DMS 223	Ultrasound Physics II	2	1.33
DMS 224	Externship II	6.5	4.33

## **GENERAL EDUCATION COURSES:**

General Education Courses: (a total of 22.5 quarter credits)

<b><u>Course Number</u></b>	<b>Course Title</b>	<b>Quarter Credit Hour</b>	<b>Semester Credit Hour</b>
ENG 112	English Composition I	4.5	3
MAT 113	Mathematics	4.5	3
PSY 114	Introduction to Psychology	4.5	3
CIS 115	Introduction to Computers and Computing	4.5	3
ENG 212	English Composition II	4.5	3
HUM 213	Culture and Values	4.5	3
MAT 214	College Algebra	4.5	3
CHE 215	College Chemistry	4.5	3

Number of Credit/Clock Hrs. in Specialty Courses: 67.5 / 1,012.50 Percentage: 75%

Number of Credit/Clock Hrs. in General Courses: 22.5 /337.50 Percentage: 25%

If applicable: **Not Applicable**

Number of Credit/Clock Hrs. in Liberal Arts: n/a Percentage: n/a

**1. LIBRARY:** Please provide information pertaining to the library located in your institution. Location of library; Hours of student access; Part-time, full-time librarian/staff:

SCC maintains an online library through its subscription of Library and Information Resources Network (LIRN). Students, faculty, and staff can access this online library through SCC's Learning Management System. This access is available 24/7 from any internet-enabled computer. A part-time librarian and a trained full-time staff remain available for any technical assistance needed by the faculty, staff and students.

LIRN provides access to millions of peer-reviewed and full-text journals, magazines, newspapers, eBooks, podcasts and audio and video content to support the academic studies of studies. LIRN is accessible in the dashboard of SCC's Moodle LMS.

Current LIRN membership includes the following resources:

- Gale Health Bundle
- Gale Health and Wellness
- Gale OneFile: Health and Medicine
- Gale Interactive Science Bundle
- Gale Interactive Anatomy

- Gale Interactive Chemistry
- Gale OneFile: Nursing and Allied Health
- ProQuest Databases
- ProQuest Core
- ProQuest Central
- Gale eBooks

Students are also encouraged to use Google Scholar. Google Scholar is an online, freely accessible search engine that lets users look for both physical and digital copies of articles.

**2. Number of volumes of professional material:**

As a member of LIRN, SCC stakeholders have access to millions of peer-reviewed and full-text journals, magazines, newspapers, eBooks, podcasts, and audio & video content to support your academic studies. Also, SCC is subscribed to Elsevier Science Direct.

Health & Life Sciences College Edition College Edition is a new collection offering librarians, educators and students the flexibility and freedom required to move across subjects and achieve interdisciplinary success. Science Direct College Edition is an affordable subscription option exclusively for very small 2-and 4-year undergraduate / technical community colleges and institutions. Users can tap into the knowledge and expertise of more than 47,000 respected authors.

**3. Number of professional periodicals subscribed to:**

As a member of LIRN, SCC stakeholders have access to millions of peer-reviewed and full-text journals, magazines, newspapers, eBooks, podcasts, and audio & video content to support your academic studies. Also, SCC is subscribed to Elsevier Science Direct.

Health & Life Sciences College Edition College Edition is a new collection offering librarians, educators and students the flexibility and freedom required to move across subjects and achieve interdisciplinary success. Science Direct College Edition is an affordable subscription option exclusively for very small 2-and 4-year undergraduate / technical community colleges and institutions. Users can tap into the knowledge and expertise of more than 47,000 respected authors.

**4. Other library facilities in close geographical proximity for student access:**

**The proposed Highland Campus, IN is in close geographical proximity of the following:**

- **Highland Branch of the Lake County Public Library**  
2841 Jewett Ave, Highland, IN 46322

<https://www.lcplin.org/>

- **Munster Branch of the Lake County Public Library**  
8701 Calumet Ave, Munster, IN 46321

<https://www.lcplin.org/>

- **Purdue University Northwest Library**  
2200 169th St, Hammond, IN 46323

[https://www.pnw.edu/library/?utm\\_medium=301&utm\\_campaign=redirect&utm\\_source=https://library.pnw.edu/calumet](https://www.pnw.edu/library/?utm_medium=301&utm_campaign=redirect&utm_source=https://library.pnw.edu/calumet)

- **Gary Public Library & Cultural Center**  
220 W 5th Ave, Gary, IN 46402

<http://www.garypubliclibrary.org/>

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.

<b>Total # of Faculty in the Program:</b>	10	<b>Full-time:</b>	0	<b>Part-time:</b>	10
-------------------------------------------	----	-------------------	---	-------------------	----

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names  (Alphabetical Order)	Degree or Diploma Earned (M.S. in Mathematics)	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dr. Ayala, Joel (BIO Courses)	Title of Physician Surgeon (MD)	8	1	19		X
Buss, Anatoly (General Education Courses)	MA Education Mgt, Master of Public Administration, BS Physics	6	1	7		X
Gatto, Michael (BIO Courses)	MS Training and Development, BS Health Arts	24	1	17		X
Giroux, Michelle (BIO Courses)	Professional Studies in Health Arts, AAS Radiologic Technology	27	1	1		X
Gopalaseshan, Sangeetha (DMS Courses)	MS Biochemistry, AAS Diagnostic Medical Imaging Sonography, Associate of Science	5	1	3		X
Moustafa, Adel (BIO Courses)	MS Education, BS Radiologic Sciences, AAS Radiologic Sciences	6	1	0		X
Olavarria, Jennifer (Interim Campus Director, SCC Indiana Branch and DMS Courses)	BS Radiologic Sciences and AS Radiography	14	1	0		X
Dr. Satti, Zulfiqar (General Education Courses)	PhD Organizational Leadership, MS Computer Science, BS Math and Physics	28	1	8		X

Valentin, Angelica (General Education Courses and BIO courses)	MA Social Sciences, BS Psychology, Certificate in Non- invasive Cardiovascular Sonography	9	1	0		X
Dr. Wells-Mullins, Stephanie (DMS courses)	Doctor of Education, Master of Healthcare Administration, BS	20	1	14		X

## **5. Rationale for the Program**

### **a. Institutional Rationale (Alignment with Institutional Mission and Strengths)**

- Why is the institution proposing this program and how does it build upon institutional strengths?

The mission of Stellar Career College (SCC) is to provide consistent high-quality instruction and motivation in a positive learning environment. The welfare and education of students and employees are our primary focus. Together, we work toward building skilled individuals and a successful company to serve the needs of the community.

Consistent to its mission, the Associate of Applied Science in Diagnostic Medical Sonography is designed to prepare associate-level education in the field of diagnostic imaging sonography.

- **How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?**

Stellar Career College provides a student-centric educational environment. SCC delivers a convenient way for individuals to learn the skills needed to compete in today's challenging job market. SCC seeks to admit individuals who have the capacity and determination to complete our hands-on training program and graduate. The admissions process is designed to help prospective students make an informed decision and possibility to start a career in healthcare. At Stellar Career College, we want students to graduate and become employed, not just enroll in the vocational school. SCC has a diverse student population from students that recently graduate to adults who are seeking a career change.

Stellar Career College is dedicated to providing quality professional skill development to the 21st century workforce. Our professional technical school faculty will train students in their new careers using a hands-on, instructor-led learning environment. Upon successful completion of one of our trade school programs, students will be prepared to enter positions in the careers for which they were trained.

The Associate of Applied Science in Diagnostic Medical Sonography degree will enable Indiana residents and other students to acquire an associate degree that will start their careers in healthcare. It will

complement the diploma programs that SCC intends to offer under the authority of Indiana Board of Proprietary Education. It will also address the national, state and regional labor needs for healthcare professionals. The Strategic Plan of Stellar Career College is composed of two documents namely: Institutional Assessment and Improvement Plan and Distance Education Assessment and Improvement Plan. These documents are accessible using this link:

<https://drive.google.com/drive/folders/14kGXL4AO-i31u9PekbRL5tAML6CqzbBL?usp=sharing>.

b. State Rationale: General

- How does this program address state priorities as reflected in the Commission's most recent strategic plan [Reaching Higher In a State of Change](#)?

The offering of AAS Diagnostic Medical Sonography associate degree is congruent to Indiana Commission for Higher Education (ICHE)'s three priorities namely --- completion, equity and talent. The Reaching Higher in A State of Change document identified 60% attainment goal for working-age Hoosiers by 2025. This associate degree aims to provide an opportunity for Hoosiers and other students to get an associate degree that will enable them to become an imaging professional in the chosen field, in this case, Diagnostic Medical Sonography. This associate degree also intend to be continue the current trend of 70% of Hoosiers graduates of two- and four-year institutions in Indiana after graduation. At present, there are more than 30 diagnostic imaging centers in the State of Indiana who can readily employ AAS DMS graduates.

c. State Rationale: Equity-Related

- How does this program address the Equity section of [Reaching Higher In a State of Change](#) (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?

Stellar Career College believes in equity and all of its programs are available to all students regardless of race/ethnicity, socioeconomic status, gender and geographical locality. SCC will continue to be aggressive in giving educational opportunities to all especially the students of color and minorities. Moreover, 70% of our faculty members are Asians, LatinX and Black.

d. Evidence of Labor Market Need

- National, State, or Regional Need
  - Is the program serving a national, state, or regional labor market need? Please describe.

The Associate of Applied Science in Diagnostic Medical Sonography degree will enable Indiana residents to gain entry-level employment in the field of diagnostic imaging sonography. This Associate of Applied Science degree in Diagnostic Medical Sonography will also provide opportunities to the current healthcare workers for career advancement through additional training opportunities in vital clinical skills. Over the years imaging technologies have evolved significantly. Therefore, it is critical for the current workforce in the healthcare field to learn new technologies for optimal benefits of the patients. This degree will also provide opportunities to the graduates to continue on to higher education through credit transfer to the institutions of higher education. After receiving the approval for this degree program, this institution will develop articulation agreements with the local and national institutions of higher education for the credit transfer. This degree program will also positively contribute towards the state, regional, and national labor needs for healthcare professionals.

This Associate degree will provide opportunities to the students for Diagnostic Medical Sonography. According to the US Department of Labor, Diagnostic Medical Sonographers are well-paid and in-demand professions. According to Careeronestop research that is sponsored by the US Dept. of Labor, this occupation is expected to grow rapidly during the next ten years, i.e. average growth is expected to be 19%. This occupation is expected to grow much faster than average.

The following summary has been developed using the data provided by the US Dept. of Labor:

The Diagnostic Medical Sonographers:

The Median wages (2020):	\$37.40 hourly, \$77,790
annual Employment (2020):	75,900 employees
Projected growth (2020-2030):	19% (faster than average)

In Indiana:

Workers on average earn \$72,370.  
10% of workers earn \$54,040 or less.  
10% of workers earn \$97,930 or more.

In the United States:

Workers on average earn \$74,690.  
10% of workers earn \$53,790 or less.  
10% of workers earn \$105,340 or more.

Indiana Employment

Employment (2018): 1,160 employees

Projected employment (2028):	1,380 employees
Projected growth (2018-2028):	19%

In the United States:

Employment (2020):	75,900 employees
Projected employment (2030):	90,300 employees
Projected growth (2020-2030):	19% (faster than average)

Stellar Career College through this AAS in Diagnostic Medical Sonography degree program will create additional opportunities for the residents of the State of Indiana to earn credentials in these in-demand, well-paid healthcare professions and contribute towards meeting an economic demand.

e. Placement of Graduates

- Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.

The graduates of AAS Diagnostic Medical Sonography degree are expected to find employment as ultrasound sonographers or technicians.

If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.

- This program does not serve as a feeder for graduate programs.

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program.

Ultrasound technician, Diagnostic Medical Sonographer

**6. Information on Competencies, Learning Outcomes, and Assessment**

a. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.

**The following are program objectives:**

- Demonstrate clinical competence, professionalism and critical thinking skills based on professional standards,
- Prepared the graduate for a career as an entry-level sonographer,

- Exhibit behavior consistent with the professional, ethical, and legal standards of allied health,
- Learn how to operate the machine,
- Learn how to enter patient information,
- Learn how to adjust depth measurement,
- Learn how to adjust frequency,
- Learn how to demonstrate indicator orientation,
- Learn how to save images,
- Learn how to establish objective criteria,
- Learn how to position the patient for the specific test,
- Learn the basic introduction to accreditation bodies, and
- Learn the standards for ultrasound QC (quality control).

## **Learning Outcomes**

The following are the learning outcomes, competencies and skills of the DMS Courses:

### **Diagnostic Medical Sonographer (DMS): (Patient Diversity, Mandatory Patient Care Procedures-**

CPR Certification, Vital Signs, Monitoring level of consciousness and respiration, Standard Precautions,

Sterile Technique, Verification of informed consent, Scanning Techniques, **Mandatory Scanning**

**Techniques** – Gray Scale (2D), Color Doppler, Power Doppler, Spectral Doppler and M-Mode and

Equipment Care Activities, **Mandatory Equipment Care, Sonography Procedures**-Abdomen, Superficial Structures, Gynecology, Obstetrics, Interventional Procedures, Vascular Procedures, Pediatric).

These learning outcomes are based on the didactic and clinical competency requirements for Sonography credential of the American Registry of Radiologic Technologists (ARRT).

#### a. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.

SCC follows the traditional Quarter Credit system. SCC will continually monitor student progress. In each course, faculty and SCC administration personnel monitor the student's satisfactory academic progress during the entire quarter. When a student's GPA falls below 2.0, the faculty member will counsel the student and record the counseling session. Faculty will also provide guidance to the student on how to improve their GPA. Likewise, SCC also reviews the student's progress every eight weeks through the review of all midterm

and final course grades. SCC will conduct course assessments on all courses taught. Students will be provided with a Course Survey Form and answer each of the questions. Questions on the Course Survey evaluate the course, the instructor, and the Learning Management System. The course assessment forms are processed and recorded. The results are used to improve the learning experience of the students by making changes and improving courses and student resources. The results are also given to each faculty member so that they may use them to improve the courses they teach. SCC will select and implement a student administration system when the degree programs are approved. The Student administration system contains a complete history of the student data.

## **7. Information on Composite Score, Licensure, Certification, and Accreditation**

### **a. Federal Financial Responsibility Composite Score**

- Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.

An independent auditing firm had completed our year 2020 financial audits using the methodology prescribed by the U.S. Department of Education. A copy of this audit report has been submitted to the US Department of Education. According to this audit report, Federal Financial Responsibility Composite Score of Stellar Career College for the year 2020 is 2.8. This Composite Score is calculated by an independent auditor using the methodology prescribed by the US Department of Education.

#### **COMPOSITE SCORE FORMULA**

10-02-30.1

Institution Reference No:  
Fiscal Year End:  
Financial Analyst:  
Review Date:

Stellar Career College LLC  
12/31/2020

Accounts	Enter Amounts	Calculated Fields		
<b>Primary Reserve Ratio (Adj Equity/Total Expenses)</b>		<b>Hint</b>		
Total Assets	\$ 913,891			
Total Liabilities	\$ 550,902	<b>Hint</b>		
Total Equity		\$ 362,989		
Intangibles	\$ -			
Unsecured Related Party Receivables	\$ -	<b>Hint</b>		
Net Fixed Assets	\$ 137,968	<b>Hint</b>		
Long-Term Debt	\$ 308,674	\$ 137,968 <b>Hint</b>		
Post-Emp or Rtrmnt Liab	\$ -	<b>Hint</b>		
Adjusted Equity		\$ 362,989 <b>Hint</b>		
Total Expenses	\$ 935,938	\$ 935,938 <b>Hint</b>		
<b>Equity Ratio (Modified Equity/Modified Assets)</b>		<b>Hint</b>		
Modified Equity	\$ 362,989			
Modified Assets	\$ 913,891			
<b>Net Income Ratio (Income Before Taxes/Total Revenue)</b>				
Income Before Taxes	\$ -	\$ 254,023		
Total Revenues	\$ 1,189,961	\$ 1,189,961		
	Ratios	Strength Factor	Weights	Composite Scores
Primary Reserve:	0.3878	3.0000	30%	0.9000
Equity:	0.3972	2.3831	40%	0.9533
Net Income:	0.2135	3.0000	30%	0.9000
<b>Composite Score</b>				<b>2.8</b>

**PLEASE NOTE:** This calculation is utilized to evaluate the financial viability of a school according to Title IV. The calculation is not intended to determine a school's eligibility for federal Title IV funding programs. For information on Title IV student aid, visit the following website: [www.ifap.ed.gov](http://www.ifap.ed.gov)

If the school does NOT have a composite score of at least 1.5 it must meet all 3 of the following alternate criteria under Standard VII:

1. Current Assets must be at least equal to Current Liabilities (NOTE: Current Assets

**for this calculation do not include unsecured related party receivables)**

Current Assets	753,057
Current Liabilities	243,710
CA / CL	3.09

**2. School must have net income for prior year or 2 out of 3 years (see income stmts).**

**3. School must have positive tangible net worth (NOTE: Does not include intangible assets or unsecured related party receivables)**

Stated Net Worth on Balance Sheet	362,989
Less: Intangible Assets	0 (enter as negative number)
Less: Unsecured Related Party Receivables	0 (enter as negative number)
Tangible NW	<u>362,989</u>

**Certain assets that are excluded for purposes of the composite score are also excluded for calculation of the alternative criteria, as indicated above.**

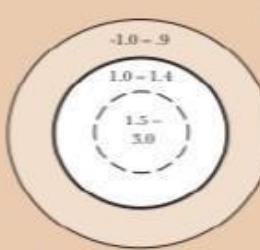
**Chapter 11 — Financial Standards**

**Composite score scale**

1.5 to 3.0 Financially responsible without further oversight.

1.0 to 1.4 In the "Zone." The school is considered financially responsible but additional oversight is required.

-1.0 to -9 Not financially responsible. The school must submit letter of credit of at least 50% of its PSA funding. The school may be permitted to participate under provisional certification with smaller letter of credit—with a minimum of 10% of its PSA funding.



**Example: Calculation of a composite score for a proprietary institution\***

**Calculation of Ratios**

$$\text{Primary Reserve Ratio} = \frac{\text{Adjusted equity}}{\text{Total expenses}} = \frac{\$760,000}{\$9,500,000} = 0.080$$

$$\text{Equity Ratio} = \frac{\text{Modified equity}}{\text{Modified expenses}} = \frac{\$810,000}{\$2,440,000} = 0.332$$

$$\text{Net Income Ratio} = \frac{\text{Income before taxes}}{\text{Total revenues}} = \frac{\$510,000}{\$10,010,000} = 0.051$$

**Calculation of Strength Factor Score**

$$\text{Primary Reserve Strength Factor Score} = 20 \times \text{Primary Reserve Ratio} \\ 20 \times 0.080 = 1.600$$

$$\text{Equity Strength Factor Score} = 6 \times \text{Equity Ratio}$$

$$6 \times 0.332 = 1.992$$

$$\text{Net Income Strength Factor Score} = 1 + (33.3 \times \text{Net Income Ratio})$$

$$1 + (33.3 \times 0.051) = 2.698$$

**Calculation of Weighted Score**

$$\text{Primary Reserve Weighted Score} = 30\% \times \text{Primary Reserve Strength Factor Score}$$

$$0.30 \times 1.600 = 0.480$$

$$\text{Equity Weighted Score} = 40\% \times \text{Equity Strength Factor Score}$$

$$0.40 \times 1.992 = 0.797$$

$$\text{Net Income Weighted Score} = 30\% \times \text{Net Income Strength Factor Score}$$

$$0.30 \times 2.698 = 0.809$$

**Composite Score**

$$\text{Sum of All Weighted Scores} = 0.480 + 0.797 + 0.809 = 2.086 \quad \text{rounded to 2.1}$$

\* The definition of terms used in the ratios and the applicable strength factor algorithms and weighting percentages are found in the Student Assistance General Provisions (regulations) (34 CFR 668) Subpart L, Appendix A for proprietary schools and Appendix B, for private nonprofit schools.

b. State Licensure

- Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

This program will provide students the knowledge, skills, attitudes and values (KSAV) needed for a Diagnostic Medical Sonographer. Students do not need to be licensed in the State of Indiana to practice Magnetic Resonance Imaging Technology.

- If so, please identify:
- The specific license(s) needed: **not applicable**
- The State agency issuing the license(s): **not applicable**

Students who took this AAS Diagnostic Medical Sonography associate degree do not need to be licensed in the State of Indiana to practice Diagnostic Medical Sonography.

a. Professional Certification

- What are the professional certifications that exist for graduates of similar program(s)?

American Registry of Radiologic Technologists (ARRT) offers the certification for the graduates of similar programs for Sonography.

- Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

This Associate degree program will prepare students for the national certification in Sonography.

Graduates of this program will be eligible to take the ARRT exam to become nationally certified in Sonography. Although this certification is not required in the State of Indiana to practice Sonography, these are highly desirable national certifications by the employers.

- If so, please identify
- Each specific professional certification: **Sonography**
- The national organization issuing each certification:

American Registry of Radiologic Technologists (ARRT)

- Please explain the rational for choosing each professional certification:

ARRT credentials are based on rigorous professional standards and are recognized nationwide. The Sonography credential is one of the ARRT certifications that are highly desirable by the employers. This Associate degree program will prepare students for the licensure and graduates of this program will be eligible to take the American Registry of Radiologic Technologists (ARRT) exam. This Associate degree program will prepare students for the national certification in Sonography. Graduates of this program will be eligible to take the ARRT exam to become nationally certified in Sonography.

- Please identify the single course or a sequence of courses that lead to each professional certification?

The graduates of AAS degree in Diagnostic Medical Sonography are expected to be trained and find employment in the following as a Diagnostic Medical Sonographer.

The following is the single sequence of courses that lead to the Radiography professional certification:

### **SPECIALTY COURSES:**

**(a total of 67.5 quarter credits): Diagnostic Medical Sonography**

Course Number	Course Title	Quarter Credit Hour	Semester Credit
BIO 111	Basic Medical Terminology	3	2.00
BIO 112	Human Anatomy and Physiology I	2	1.33
BIO 113	Pharmacology	2	1.33
BIO 114	Healthcare Laws and Ethics	2	1.33
BIO 115	Patient Care in Imaging	2	1.33
BIO 116	Human Anatomy and Physiology II	2	1.33
BIO 117	Careers in Healthcare	4	2.67
BIO 211	Advancement in Healthcare Technology	4	2.67
BIO 212	Descriptive Statistics in Healthcare Industry	4	2.67
BIO 213	Environmental Health and Safety	4	2.67

BIO 214	Healthcare and Leadership	4	2.67
BIO 215	Research Methods for Healthcare Sciences	4	2.67
BIO 216	Imaging Pathology	3	2.00
BIO 217	Global Pandemics and Public Health	4	2.67
DMS 121	Fundamentals of Sonography I	5.5	3.67
DMS 122	Sonographic Imaging I	5.5	3.67
DMS 123	Ultrasound Physics I	2	1.33
DMS 124	Externship I	6.5	4.33
DMS 221	Fundamentals of Sonography II	5.5	3.67
DMS 222	Sonographic Imaging I	5.5	3.67
DMS 223	Ultrasound Physics I	2	1.33
DMS 224	Externship I	6.5	4.33

### **GENERAL EDUCATION COURSES:**

**General Education Courses: (a total of 22.5 quarter credits)**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Quarter Credit Hour</u></b>	<b><u>Semester Credit Hour</u></b>
ENG 112	English Composition I	4.5	3
MAT 113	Mathematics	4.5	3
PSY 114	Introduction to Psychology	4.5	3
CIS 115	Introduction to Computers and Computing	4.5	3
ENG 212	English Composition II	4.5	3
HUM 213	Culture and Values	4.5	3
MAT 214	College Algebra	4.5	3
CHE 215	College Chemistry	4.5	3

**To become eligible to challenge national credentialing exam in Diagnostic Medical Sonography, students have to complete the following requirements:**

- Complete Stellar Career College's ARRT-recognized educational program in Diagnostic Medical Sonography.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. Students must notify ARRT of any ethics violations within 30 calendar days of their occurrences. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For

further details on this matter, please refer to ARRT's handbook that is available at [www.arrt.org](http://www.arrt.org)

b. Professional Industry Standards/Best Practices

- Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes, this Associate degree program has been developed by following the guidelines of ACCSC (our institutional accreditor). Moreover, the program objectives, contents, and clinical skills have been developed using the guidelines of ARRT's corresponding credentialing examination outlines for each specialist.

- If so, please identify:
- The specific professional industry standard(s) and/or best practice(s):

**Specific professional industry standards and best practices are outlined by ARRT. An executive summary has been provided below:**

1. Introduction

Candidates for certification and registration are required to meet the Professional Education Requirements specified in the ARRT Rules and Regulations. ARRT's Didactic and Clinical Competency Requirements are one component of the Professional Education Requirements.

The requirements are periodically updated based upon a practice analysis which is a systematic process to delineate the job responsibilities typically required of staff technologists. The result of this process is a task inventory which is used to develop the clinical competency requirements and the content specifications which serve as the foundation for the didactic competency requirements and the examination.

2. Documentation of Compliance

To document that the Didactic and Clinical Competency Requirements have been satisfied by a candidate, the program director (and authorized faculty member if required) must sign the ENDORSEMENT SECTION of the Application for Certification and Registration included in the Certification and Registration Handbook.

### 3. Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competency. Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Examination. These topics would typically be covered in nationally-recognized curricula published by organizations such as the ASRT or SMRT. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified here.

### 4. Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the magnetic resonance imaging examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: **American Registry of Radiologic Technologists (ARRT)**

#### c. Institutional Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

**Stellar Career College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).**

- Reason for seeking accreditation.

#### Specialized Program Accreditation

- Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

**Specialized accreditation is not required for a graduate to become licensed by the State or to earn a national professional certification.**

**To earn a national certification in MRI, ARRT exam eligibility is required. This program provides this ARRT exam eligibility to its students through its institutional accreditation of ACCSC.**

- If so, please identify the specialized accrediting agency:

d. Transferability of Associate of Science Degrees

- Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:
- Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?
- If so, please list the baccalaureate degree(s):

**SCC is applying for the Associate of Applied Science (AAS) degree. Therefore, an Associate of Science credit transfer requirement (as stated above) does not apply to this application.**

**This institution does not offer baccalaureate degree yet. However, upon receipt of AAS degree-granting authority from CHE/BPE, SCC will seek for articulation agreement with other local and national institutions of higher learning for transfer credit.**

**8. Student Records (*Institutions that have Previously Operated*)**

a. Are all student transcripts in a digital format?

Yes, all student transcripts are in digital format. The digital format of the student's transcripts is stored in cloud-based student information system of Stellar Career College.

- If not what is the percentage of student transcripts in a digital format?

100% of student transcripts are in digital format.

- What is the beginning year of digitized student transcripts?

Since 2003.

- Are student transcripts stored separately from the overall student records?

No, all student transcripts and student records are stored in the same cloud-based student information system of Stellar Career College.

b. How are the digital student records stored?

Student records are stored in the cloud-based student information system of Stellar Career College. The institution also maintains a digital backup copy of all student records including student transcripts and certificates of completion in its local server.

- Where is the computer server located?

Stellar Career College uses a cloud based third-party servers to store all data from its student information system. This third party is located in California, USA. SCC also uses its own server for a local backup purpose. This local backup server is located in our main campus in Modesto, California.

- What is the name of the system that stores the digital records?

Stellar Career College Student Information System (SIS)

c. Where are the paper student records located?

The paper student records are stored in fireproof file cabinets at each corresponding campus.

For example, Modesto, CA student records are in Modesto, CA, Chicago student paper records are kept in Chicago, IL and same will be done for Indiana students.

d. What is the beginning year of the institutional student record series?

The institution maintains physical student record files for a minimum of five years and electronic student files are maintained for at least seven years. Permanent records i.e. transcripts and certificates of completion are maintained permanently since 2003 (the original accreditation year of this institution). The institution ensures compliance with the state regulations in which it operates as well as maintains compliance with the requirements for student records of its accreditor ACCSC. The institution currently has physical files since 2015 (last five years) and electronic student records files since the year 2013 (last seven years). A physical student file is created at the time of new admission. All physical student files are maintained in fire-safe cabinets. Effective September 1, 2020, the institution has also started scanning all files available at the institution on the last days of its fiscal year i.e. December 31 for preparation of its annual

Financial Aid Audits that is done for the US Department of Education. Upon graduation of students, all student files are scanned into electronic files. All electronic files are saved in the institution's secure server as well as are uploaded to a cloud-based secure backup system on a daily basis.

- e. What is the estimated number of digital student records held by the institution?

As of October 18, 2021, the estimated number of digital student records held by the institution is 1345.

- f. What is the estimated number of paper student records held by the institution?

As of October 18, 2021, the estimated number of paper student records held by the institution is 1032.

- g. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?

- If so, what is the most significant format?
  - If so, what is the estimated number of student records maintained in that format?

The institution does not maintain student records in any other format.

- h. Does the institution maintain a staff position that has overall responsibility and authority over student records?

Stellar Career College maintains two staff positions for Chicago, IL and Modesto, CA campuses.

- If so, what is the name, title, and contact information for that individual?

**For Chicago, IL Campus:**

Mr. AK Buss  
Registrar  
Stellar Career College Chicago Campus  
205 W. Randolph St., Suite 200  
Chicago, IL 60606  
E:akbuss@stellarcollege.edu  
T: (312) 687-3000  
F: (312) 374-6223

**For Modesto, CA Campus:**

Ms. Kristina Nielsen  
Associate Director, Registrar  
Stellar Career College Modesto Campus  
4300 Sisk Rd. Modesto,  
CA 95356  
E: [kristina@stellarcollege.edu](mailto:kristina@stellarcollege.edu)  
T: (209) 545-5200  
F: (209) 545-3995

- i. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?

No, the institution has not contracted with a third-party vendor. All records are maintained in-house

- j. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?

At present, we received about 2 to 8 requests per week.

***This Section Applies to All Institutions***

- k. Is there anything that the Commission should consider with regard to the institutional student records?

None, all records are maintained in-house. SCC does not have anything that the Commission should consider with regard to the institutional student records.

- l. What is the digital format of student transcripts?

The digital format of the student's transcripts is stored in cloud-based student information system of Stellar Career College

- m. Is the institution using proprietary software, if so what is the name?

SCC is not using any proprietary software. SCC has developed and maintains its own Student Information System.

## Program Description

### **Projected Headcount and FTE Enrollments and Degrees Conferred**

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

## Projected Headcount and FTE Enrollments and Degrees Conferred

January 12, 2022

Institution/Location: Stellar Career College at 8149 Kennedy Avenue, Suite A, Highland, IN 46322

## Program: Associate of Applied Science in Diagnostic Medical Sonography (CIP Code: 51-0910)



# Stellar Career College

205 West Randolph Street, Suite 200, Chicago, IL 60606  
Tel: (312) 687-3000 Email: info@stellarcollege.edu

## Official Transcript

<b>Student Name:</b>	Pedro Alvarez	<b>Date of Issuance:</b>	January 14, 2022
<b>Social Security Number:</b>	***-**-8888	<b>Date of Entrance:</b>	January 01, 2021
<b>Program:</b>	Associate of Applied Science in Diagnostic Medical Sonography	<b>Date of Graduation:</b>	
<b>Address:</b>	1234 Highland Park, Highland, IN-46322		
Course No	Course Title	Credits	Letter Grade
BIO 111	Basic Medical Terminology		
BIO 112	Human Anatomy and Physiology I		
BIO 113	Pharmacology		
BIO 114	Healthcare Laws and Ethics		
BIO 115	Patient Care in Imaging		
BIO 116	Human Anatomy and Physiology II		
BIO 216	Imaging Pathology		
BIO 117	Careers in Healthcare		
BIO 211	Advancement in Healthcare Technology		
BIO 212	Descriptive Statistics in Healthcare Industry		
BIO 213	Environmental Health and Safety		
BIO 214	Healthcare and Leadership		
BIO 215	Research Methods for Healthcare Sciences		
BIO 217	Global Pandemics and Public Health		
DMS 121	Fundamentals of Sonography I		
DMS 122	Sonographic Imaging I		
DMS 123	Ultrasound Physics I		
DMS 124	Externship I		
DMS 221	Fundamentals of Sonography II		
DMS 222	Sonographic Imaging II		
DMS 223	Ultrasound Physics II		
DMS 224	Externship II		
<b>Total</b>		<b>0.00</b>	<b>0.00</b>

Official Grading Scale: A/4.0:94%-100%, A-/3.7: 90%-93%, B+/3.3: 84%-89%, B-/3.0: 80%-83%, C+/2.5:70%-79%, F/0.0: 0%-69%, I: Incomplete, TC: Transfer Credit, W: Withdrawal. Externship courses are graded as Pass/Fail. For details, please refer to the College Catalog.





### Transcript Ledger

#### Accreditation

Stellar Career College is accredited by Accrediting Commission of Career Schools and Colleges.

#### Grading System

The basic grading system consists of letter grades as follows, with a plus or minus if appropriate: A+/A- (superior), B+/- (excellent), C+ (satisfactory) and F (failure). A "P" (pass) is assigned for performance at the C-level or higher. Other letter grades are as follows: I denote an incomplete, TC denotes a transfer credit, PC denotes a proficiency credit, and W denotes a withdrawal. GPAs are calculated using only SCC courses with letter grades of A through F.

The numerical equivalents of the grades as determined by the faculty are: A (A+) = 4.00; A-minus = 3.7; B-plus = 3.3; B-minus = 3.00; C-plus = 2.50; and F = 0.00.

This table shows the summary of the grading system:

Letter Grade	Percentage	Quality	Quality Points	Letter Grade	Percentage	Quality	Quality Points
<b>A+</b>	<b>94%-100%</b>	<b>Superior</b>	<b>4.0</b>	<b>A-</b>	<b>90%-93%</b>		<b>3.7</b>
<b>B+</b>	<b>84%-89%</b>	<b>Excellent</b>	<b>3.3</b>	<b>B-</b>	<b>80%-83%</b>		<b>3.0</b>
<b>C+</b>	<b>70%-79%</b>	<b>Satisfactory</b>	<b>2.5</b>	<b>F</b>	<b>0%-69%</b>	<b>Fail</b>	<b>0.0</b>
<b>I</b>	N/A	<b>Incomplete</b>	<b>0.0</b>	<b>TC</b>	N/A	<b>Transfer Credit</b>	<b>0.0</b>
<b>PC</b>	N/A	<b>Proficiency Credit</b>	<b>0.0</b>	<b>W</b>	N/A	<b>Withdrawal</b>	<b>0.0</b>

#### Transfer Credit

Transfer credit is applied towards an associate degree upon submission of the transfer credit form, a copy of the transcript of records and an approval by the College Administration.

#### MODESTO

4300 Sisk Road • Modesto, California 95356  
[www.Modesto.StellarCollege.edu](http://www.Modesto.StellarCollege.edu)  
Fax (209) 545-3995 • Phone (209) 545-5200

#### CHICAGO

205 West Randolph Street, Suite 200, Chicago, IL 60606  
[www.StellarCollege.edu](http://www.StellarCollege.edu)  
Phone (312) 687 3000



### Records Policy

As required by the Family Education Rights and Privacy Act of 1974 (FERPA), information contained in this document is confidential and may not be released to a third party without the written consent of the individual whose record it is.

#### MODESTO

4300 Sisk Road • Modesto, California 95356  
[www.Modesto.StellarCollege.edu](http://www.Modesto.StellarCollege.edu)  
Fax (209) 545-3995 • Phone (209) 545-5200

#### CHICAGO

205 West Randolph Street, Suite 200, Chicago, IL 60606  
[www.StellarCollege.edu](http://www.StellarCollege.edu)  
Phone (312) 687 3000