ULTIMATE MEDICAL ACADEMY
SCHOOL CATALOG
VOLUME 5.7

UMA
ULTIMATE
MEDICAL
ACADEMY ®

Ultimate Medical Academy
1255 Cleveland Street
Clearwater, FL 33755
(727) 298-8685

Ultimate Medical Academy
9309 N. Florida Avenue
Suite 100
Tampa, FL 33612
(813) 386-6350

Ultimate Medical Academy Online
3101 W. Dr. Martin Luther
King Jr. Blvd.
Tampa, FL 33607
(888) 205-2456

WELCOME TO ULTIMATE MEDICAL ACADEMY

It gives me great pleasure to welcome you into the Ultimate Medical Academy (UMA) family. In over twenty years, UMA has trained thousands of students for careers in the allied health field. We are a community committed to the belief that higher education has the power to transform lives. Healthcare training is what we do, and we measure our success by how well our students are prepared for and obtain jobs in the growing healthcare industry.

Ultimate Medical Academy (UMA) serves its students by providing a quality education in a friendly, encouraging and professional environment.   Every day, UMA faculty and staff strive to build this atmosphere by providing the fundamentals, support, and materials necessary for our students to reach their goals in school and beyond.

We take a personal interest in your success and encourage you to work closely with our instructors and staff along with your fellow students. This network of individuals will enrich your school experience and support you along the way.

This catalog provides an overview of our school and an introduction to the opportunities that are possible with your commitment toward getting ahead. We are excited to have you as a part of our student body and look forward to helping you build your confidence, achieve your goals, and realize your career potential.

I will see you at graduation,

Derek Apanovitch
President

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Ultimate Medical Academy (UMA) reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable.   The information contained herein is subject to change. When there are changes to information in the catalog, UMA issues a Catalog Addendum.   The catalog is not a contract; students are required to adhere to all policies as outlined as well as any revised policies which may be included in the Catalog Addendum.

Location-specific Catalog Supplements contain the following information:

- Academic Calendar
- Administrators
- Office Hours
- Faculty and Librarian
- Holiday Schedule
- State Specific Refund Policies (UMA Online only)
- Tuition and Fees

GENERAL INFORMATION

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community's need for trained Nursing Assistants and other healthcare professionals. The school's name was later changed to Ultimate Medical Academy (UMA). Over time, recognizing the growing need in Florida for trained professionals in other healthcare specialties and employers' needs for multi-skilled staff, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school was acquired by Ultimate Medical Academy, LLC. The school expanded its program offerings, opened a new campus in Tampa, launched online programs to students throughout the US, and added three continuing medical education divisions. In March 2015, Clinical and Patient Educators Association (CPEA), a 501(c)(3) nonprofit organization, acquired UMA. CPEA focuses on developing quality, innovative education for healthcare practitioners and the patient communities they serve. The board of directors now governing UMA consists of: Richard Friedman (Chairman of the Board); Theodore Polin (Executive Director); Matthew Wootten, Christopher Hawk, MD, Steve Burghardt and Sheila McDevitt. Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

CORPORATE OFFICERS

Theodore Polin, Executive Director

MISSION PURPOSE AND VALUES

The mission of Ultimate Medical Academy has been developed to define the purpose of the organization and its commitment to students. It ensures that the institution effectively meets the needs of its students, employees, stakeholders and the employment community that it serves. This mission is the fruit of a collaborative effort between UMA's employees and management. The tenets of this mission reflect UMA's history and expectations for its future. The sentiment expressed in Ultimate Medical Academy's mission is shared by all personnel and reflected in their service and support.

UMA'S MISSION

Ultimate Medical Academy is a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. We strive to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

UMA'S VALUES
ACT WITH INTEGRITY

We operate honestly and ethically in an industry-compliant fashion. We are fair and trustworthy in our interactions with all we serve. Our employees, at all levels, lead by example and strive to do the right thing for our students and for each other. We are disciplined professionals who strive to be straightforward and dependable.

CHAMPION STUDENT OUTCOMES

We live by a strong commitment to our students and are passionate about preparing them for meaningful careers. We are deeply dedicated to ensuring students' educational and career success. We excel at building our students' confidence and empowering them to reach their full potential.

COMMIT TO EMPLOYEE SUCCESS

We are committed to our employees' success and to each other's success. We strive to create an environment that attracts and retains the best talent while offering continuous learning, professional development and career growth opportunities. We recognize and reward our employees for their contributions to the organization and to our students.

PURSUE RESULTS WITH PURPOSE

We pursue results with a sense of urgency and purpose. We take responsibility for achieving ambitious, measurable results and hold each other accountable. We think strategically and critically, greet new ideas openly, and look for innovative solutions to challenges.

HAVE FUN. BUILD ENERGY

Enjoying what we do is central to achieving our goals. Building energy, having fun, being optimistic and creating a positive working environment are all critical to our success and that of our students. We strive to be inspired and to inspire others. We consistently show appreciation and celebrate our success, both large and small.

WORK AS ONE

We believe that cooperative, supportive teams produce breakthrough results. We strive to build and maintain positive relationships, show respect and humility when interacting with each other, and resolve conflicts in a constructive manner. By working together we win together - as one – ensuring that the goals of the company are the focal point of our efforts.

PURPOSE AND INSTITUTIONAL OBJECTIVES

In keeping with the needs and background of our students and in fulfilling UMA's mission, Ultimate Medical Academy's faculty, administration and management's purpose is to:

- Bring awareness to the local community of the opportunities in the allied health field achievable through completion of UMA's specialized allied health training programs.
- Provide in-depth programs that prepare students for direct entry into the job market.
- Support students in the successful completion of their programs of study.
- Provide students with opportunities to develop the soft skills necessary to be successful in school and in their careers.
- Assist students in finding relevant externships and jobs to improve their financial outlook and reach their career objectives.
- Contribute to the community at large by providing well-trained and well-prepared allied health professionals.
- Create a challenging but supportive environment for employees, so that each has learning and growth opportunities, as well as the infrastructure necessary to do his/her job effectively.
- Establish for employees an environment and policies that ensure UMA's regulatory compliance.
- Guide students to be successful professionals at their places of employment.
- UMA's online learning combines flexible offerings with a comprehensive set of support services in order to engage, equip and empower our community of learners for academic and long term career success. Students are provided a multitude of on-demand tools and resources to facilitate and support their learning and development including supplemental reading materials, study tools and tips, instructional webinars and tutorials.

SCHOOL LICENSURE, ACCREDITATION AND APPROVALS

Students have the right to review all documents describing accreditation, approval and licensing. Ground campuses have the information displayed in the main reception areas of each campus. The information is also available by request from:

Email: umacares@ultimatemedical.edu
Toll Free: (800) 509-5474

COMMISSION FOR INDEPENDENT EDUCATION (CIE)

Ultimate Medical Academy (UMA) is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding Ultimate Medical Academy may be obtained by contacting:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
CIE License Numbers: Clearwater 1606 | Tampa 3386 | Online 4379

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)

UMA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is recognized by the U.S. Secretary of Education as a national accrediting agency for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. The Clearwater location is on file with ABHES as the main campus of UMA, and the Tampa and Online locations are considered non-main campuses. Contact information for ABHES is:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 North
Falls Church, VA 22043
(703) 917-9503
ABHES Accreditation Numbers: Clearwater I-213 | Tampa I-213-01 | UMA Online I-213-02

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM)

UMA's Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM is an independent accrediting organization for health informatics and information management educational programs that serves the public interest by establishing and enforcing quality standards for the educational preparation of future health information management (HIM) professionals. CAHIIM accreditation signifies that a program has voluntarily undergone a rigorous review process and has been determined to meet or exceed the standards set by the American Health Information Management Association (AHIMA). UMA's HIT program was granted initial accreditation in 2015.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Accreditation Services
233 N. Michigan Ave, 21st Floor
Chicago, IL 60601-5800
(312) 233-1100

ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION (ACCME)

UMA offers Continuing Medical Education programs that are programmatically accredited by the Accreditation Council for Continuing Medical Education (ACCME).

FLORIDA BOARD OF NURSING

The Nursing program at the Tampa campus and Nursing Assistant program at the Tampa and Clearwater campuses are approved by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C-02, Tallahassee, FL 32399-3252, (850) 245-4125.

FLORIDA BOARD OF DENTISTRY

The Dental Assistant with Expanded Functions program has been approved by the Florida Board of Dentistry to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code.

The Dental Assistant with Expanded Functions program at the Clearwater and Tampa campuses is approved by the Florida Board of Dentistry, 4052 Bald Cypress Way, Bin C-08, Tallahassee, FL 32399-3258, (850) 245-4474.

STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Ultimate Medical Academy's programs are approved by the Florida Department of Veterans' Affairs State Approving Agency for Veterans' Education and Training at Clearwater and Tampa campuses and UMA Online.

STATE AUTHORIZATION FOR DISTANCE EDUCATION

Licensing agency contact information can be viewed at:

ultimatemedical.edu/agencycontactinformationonline.pdf

ASSOCIATION MEMBERSHIPS

Ultimate Medical Academy is a member of the following associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Clearwater Chamber of Commerce
- Council of College and Military Educators (CCME)
- Enlisted Association of the National Guard (EANGUS)
- Florida Advisory Council on Military Education (ACME)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Veterans Education Specialists (FAVES)
- Hillsborough County Medical Association (HCMA)
- National Association of Student Financial Aid Administrators (NASFAA)
- Pinellas County Medical Association (PCMA)
- Tampa Chamber of Commerce

UMA FACILITIES AND CONTACT INFORMATION

Each location operates under the names Ultimate Medical Academy or Ultimate Medical Academy Online. The main campus is located in Clearwater, Florida. UMA Tampa and UMA Online are non-main campuses of UMA. Contact information for each location is listed below.

ULTIMATE MEDICAL ACADEMY – CLEARWATER

The campus is located at 1255 Cleveland Street, Clearwater, Florida, east of Missouri on Cleveland. It is accessible from US Highway 19, State Route 60/Gulf to Bay Boulevard and public transportation. Convenient parking is available. The campus meets Americans with Disabilities Act requirements for accessibility.

The Clearwater facility is divided into classrooms, laboratories, a student lounge, study areas, and administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered. The student lounge contains microwaves, refrigerators and vending machines. The media/resource area has computers and resources for both academic courses and employment search.

ULTIMATE MEDICAL ACADEMY - TAMPA

UMA Tampa is located at 9309 North Florida Avenue, Suite 100, Tampa, Florida, in a private space within the Floriland Office Park. Its location, just west of I-275 at Busch Boulevard (Exit 50), can be accessed from either Busch

Boulevard or Florida Avenue and offers convenient parking. The area is also well served by public transportation. The campus meets Americans with Disabilities Act requirements for accessibility.

The Tampa facility is divided into classrooms, laboratories, student lounge, study areas, and administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered. The student lounge contains microwaves, refrigerators and vending machines. The media/resource area has computers and resources for both academic courses and employment search.

ULTIMATE MEDICAL ACADEMY ONLINE
UMA Online is located at 3101 W. Dr. Martin Luther King Jr. Boulevard, Tampa, Florida, in the Tampa Bay Park, Spectrum building. The facility is approximately ¼ mile east of N. Dale Mabry and offers convenient parking in a covered parking facility. The area is serviced by public transportation. The facility occupies four floors. This facility also houses administrative services shared by the Clearwater Campus, Tampa Campus and UMA Online. In addition, all distance education services are housed at this location. No courses are offered at this facility.

NONDISCRIMINATION POLICY
Ultimate Medical Academy is committed to providing equal access to educational and employment opportunities. Ultimate Medical Academy prohibits discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

APPLICABLE LAWS AND REGULATIONS
Ultimate Medical Academy's policies and practices are in accordance with all applicable laws and regulations including, but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Part 100 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination on the basis of sex);
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of a handicap);
- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110; and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 28 CFR Part 36.

The Chief Compliance Officer has been designated as the administrator for Ultimate Medical Academy's compliance with Title IX of the Education Amendments of 1972. The following persons have been designated to coordinate Ultimate Medical Academy's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the American with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975:

Position Title	Location	Address	Telephone Number
Campus Director	Clearwater	1255 Cleveland Street Clearwater, Florida 33755	(727) 298-8685
Campus Director	Tampa	9309 N. Florida Avenue Suite 100 Tampa, Florida 33612	(813) 386-6350
Vice Provost of Programs and Academic Affairs	Online	3101 W. Dr. Martin Luther King Jr. Blvd. Tampa, FL 33607	(813) 594-2446

If you have any questions or concerns regarding UMA's Non-Discrimination policy, please contact:

UMA Cares
UMA Student Advocate
(800) 509-5474
umacares@ultimatemedical.edu

SEXUAL HARASSMENT PREVENTION

UMA does not tolerate sexual harassment. All persons who work at or attend UMA have a responsibility to help maintain an environment that is free from all forms of sexual harassment. "Sexual Harassment" is defined as any sexual advance, request for sexual favors and other verbal or physical conduct where submission to or rejection of such advances, requests or conduct affects a benefit such as terms of employment or continuation of education; or, when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect or blatant and overt.

Complaints relating to sexual harassment incidents are to be directed to UMA Cares who will assist the student in completing an Incident Report form.   Individuals who violate this policy are subject to discipline ranging from a written warning to dismissal. Frivolous or false accusations of sexual harassment have serious consequences on innocent individuals. UMA cautions that false or frivolous complaints may result in action being taken against the complainant.

AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act state that qualified students with disabilities who meet the technical and academic standards at Ultimate Medical Academic may be entitled to reasonable accommodations. The ADA defines a disability as a chronic, long-term, physical or mental impairment that substantially limits one or more major life activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.) Ultimate Medical Academy is committed to providing access to all its programs, activities and services whenever possible and makes reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

The ADA requires UMA to perform an individualized assessment for each student that requests accommodations. UMA is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation of a disability, unless the disability is visually apparent. UMA has the right to establish professional criteria to be used in reviewing the documentation.

"Reasonable accommodation" is the term used by the ADA and the Rehabilitation Act for changes made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Note that UMA is not required to fundamentally alter the nature of its academic programs in order to accommodate students.

It is the responsibility of a student to identify him/herself to the Office of Disability Services should he/she want to request any type of accommodation. Students have the right and responsibility to:

- Choose whether or not to disclose their disability. If a student does want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.

- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student's academic performance. UMA requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- Communicate in a timely manner with the Office of Disability Services about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Office of Disability Services as soon as possible to request accommodations.
- Contact UMA Cares immediately if the student has any concerns or feels there is discrimination against him/her because of a disability.

DISABILITY SERVICES

Ultimate Medical Academy will provide reasonable and individualized academic accommodations for students who have demonstrated a need for such accommodations due to their disabilities and have requested reasonable and appropriate accommodations. If you have a disability and would like to request accommodations, you must follow the reasonable procedures contained in the Disability Services Manual. The Disability Services Manual, forms and additional information on the Office of Disability Services can be found at ultimatemedical.edu/disability-services.

The Office of Disability Services is the primary office responsible for the coordination of services for students with disabilities. If you are seeking reasonable and appropriate accommodations, you must contact with the Office of Disability Services. To contact the Office of Disability Services, please call 888-333-1454 or email disabilityservices@ultimatemedical.edu.

PREGNANT STUDENTS

UMA is committed to supporting pregnant students so that they can stay in school and complete their education, and thereby build better lives for themselves and their children. If you are pregnant and need an accommodation, please contact the Office of Disability Services. To contact the Office of Disability Services, please call 888-333-1454 or email disabilityservices@ultimatemedical.edu.

DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination on the basis of age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Ultimate Medical Academy encourages you to bring all complaints or grievances regarding such discrimination to its attention.

A discrimination grievance is any complaint regarding discrimination on the basis of age, race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sex, sexual orientation, marital status, genetic information, or military or veteran status including sexual harassment, or disability by Ultimate Medical Academy or any Ultimate Medical Academy employee, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. Ultimate Medical Academy will investigate all complaints or grievances thoroughly and promptly.

You should first bring the grievance to the attention of the UMA Cares Student Advocate whose contact information appears below, as soon as possible following the occurrence of the alleged discrimination.

UMA Cares
UMA Student Advocate
(800) 509-5474
umacares@ultimatemedical.edu

1. The grievance must be in writing and contain the following information:
   a. Your name and address;
   b. Description of and date of alleged violation and the names of any witnesses;
   c. Names of persons responsible for the alleged violation (if known);
   d. Requested relief or corrective action, if applicable; and
   e. Any background information or documentation you believe to be relevant.

2. A complaint should be filed within thirty days after the complainant becomes aware of the alleged violation. Complaints received later than thirty days after complainant became aware of the alleged violation may be dismissed as untimely.

3. An investigation, as may be appropriate, will follow the filing of a complaint. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested person, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.

4. Within a reasonable time, following receipt of the grievance, Ultimate Medical Academy will complete its investigation and provide notice to you and all alleged responsible parties of the outcome of the investigation and the basis for its decision.

5. If Ultimate Medical Academy determines that discrimination has occurred, it will take appropriate action to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate.

6. Any party to the complaint may request reconsideration of the UMA's determination if he or she is dissatisfied with it. Requests for reconsideration must be made in writing to the Campus Director (ground) or Vice Provost of Programs and Academic Affairs (Online) within seven days of the receipt of the determination and/or recommendation(s). The Campus Director (ground) or Vice Provost of Programs and Academic Affairs (Online) will respond to the request for reconsideration within thirty days. Reconsideration decisions are final.

You may also contact the U.S. Department of Education Office for Civil Rights at:

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Tel: 800.421.3481 (Toll Free)
Fax: 202.453.6012
TDD: 800.877.8339 (Toll Free)
Email: ocr@ed.gov

You may file a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. You do not have to complete the Ultimate Medical Academy grievance process before contacting the Office for Civil Rights.

Retaliation against any complainant under this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure is prohibited. If you believe that you are being subjected to retaliation, please immediately notify UMA Cares.

ADMINISTRATIVE BODY AND FACULTY
A listing of all current administrative staff and faculty may be found in the Catalog Supplement for each location.

ADVISORY BOARD

UMA works closely with the appropriate Advisory Boards to address a broad range of topics that include the program's mission, objectives, curriculum, student outcomes and annual evaluation of the program and feedback from a variety of constituents.

Each academic program or each group of similarly-referenced, academic programs at Ultimate Medical Academy is required to have an Advisory Board.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

UMA supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students on UMA's property or as part of any UMA activity is prohibited. UMA publishes the Drug and Alcohol policies in its *Campus Safety and Security Report*. This publication is distributed to all students and employees upon enrollment or hiring and may be requested at any time from a school administrator. The Tampa and Clearwater reports can be accessed through the following link:

https://www.ultimatemedical.edu/pdfs/Drug-and-Alcohol-Abuse-Prevention.pdf

CAMPUS SAFETY AND SECURITY REPORT

UMA publishes its policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near its ground campuses in its *Campus Safety and Security Report*. This publication is distributed to all students and employees upon enrollment or hiring and may be requested at any time from a school administrator. The reports can be accessed through the following links:

Clearwater
ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.pdf

Tampa
ultimatemedical.edu/sites/default/files/tampacampuscrimestatistics.pdf

CONSUMER INFORMATION

To help students and families make better-informed decisions about higher education, UMA publishes a guide to sources of consumer information, school policies and disclosures as required under the Higher Education Opportunity Act and other legislation.

ultimatemedical.edu/consumerinformation.pdf

For more information about the Higher Education Opportunity Act, please refer to the U. S. Department of Education website (ed.gov). Additionally, the right to request and receive this information in writing is available by contacting the Campus Director or designee at each UMA ground location during regular business hours or by emailing umacares@ultimatemedical.edu.

DISCLOSURE OF INFORMATION FOR GAINFUL EMPLOYMENT PROGRAMS

To assist potential students in making an informed decision to attend UMA and in accordance with U.S. Department of Education requirements, UMA publishes certain information for programs that prepare students for gainful employment in a recognized occupation. The information contained in this document does not constitute a promise or guarantee of future performance. UMA's program specific gainful employment information is contained on each program page of our website (ultimatemedical.edu) in the box labeled gainful employment. UMA reserves the right to adjust tuition and fees, modify programs of study and revise information at any time in accordance with applicable statutes, regulations and standards. Numerous factors affect a student's ability to graduate and secure employment. UMA cannot and does not guarantee or estimate the likelihood of on-time completion, graduation or employment

for any student. The Gainful Employment disclosure is located at:

ultimatemedical.edu/gainful-employment.pdf

MILITARY AND VETERANS INFORMATION

To ensure our service members, veterans, spouses, and other family members may have the information needed to make an informed decision concerning their well-earned Federal military and veterans educational benefits, please visit the following sites:

- The College Scorecard which is a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school and is located at:

collegecost.ed.gov/scorecard

- The College Navigator which is a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at:

nces.ed.gov/collegenavigator

- The Financial Aid Shopping Sheet which is a model aid award letter, and a supplement to the institutional award letter, designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The Shopping Sheet can be accessed at:

portal.ultimatemedical.edu:8090/Cmc.Campuslink.Webservices.ShoppingSheetProxy/ProspectRequest.aspx?CampusID=9

- The "Paying for College" webpage which can be used by prospective students to enter the names of up to three schools and receive detailed financial information on each one and to enter actual financial aid award information. The tool can be accessed at:

consumerfinance.gov/paying-for-college

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

PROVISIONAL STATUS FOR INITIAL ENROLLMENT

All students starting a new UMA program will be enrolled on a provisional basis for the initial 10 class days of their first term in the program, as defined by UMA in the Attendance policy published in this catalog. Students in provisional status are not required to pay tuition and are not eligible to receive federal student aid. Students who cancel during the provisional enrollment period, or who fail to post attendance in accordance with UMA's attendance policy after the 10th class day of the initial term, will be considered to have cancelled while in provisional status.

Those students in provisional status who, as determined by UMA, meet attendance requirements, sustain sufficient contact with UMA, make sufficient academic progress, access resources required for academic success, and otherwise demonstrate an ability, willingness, and commitment to succeed at UMA, will be transitioned to regular student status after they complete the 10th class day of the enrollment period. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible (including federal student aid), retroactive to the beginning of the term. UMA may cancel the enrollment of provisional students who are not meeting the previously listed requirements at any point during the provisional enrollment period.

Students whose enrollment is cancelled during the provisional period, who cancel enrollment while in provisional status, or who fail to post attendance in accordance with UMA's attendance policy upon the expiration of the provisional enrollment period, will not incur any tuition obligations to UMA. Students who have received textbooks through UMA before the end of provisional status may receive a partial or full refund for the books if returned to UMA, depending on the condition of the returned books.

Prior to enrollment, prospective students must meet one of the following requirements:

- be a high school graduate from a valid high school with a standard diploma or have been officially home-schooled. UMA does not accept special diplomas or non-standard state diplomas.
- possess a General Education Development (GED) certificate
- successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student's DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

For students who received a foreign high school diploma and cannot provide a copy, UMA accepts an academic transcript of the student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree. Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

- Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent to an approved translation service. A translation and equivalency certification from an official service must be received to be deemed acceptable within 60 days from the date a student is selected for verification by UMA.
- Students must be proficient in verbal and written English. All programs are conducted in the English language.
- The matriculation process consists of a prospective student interviewing with admissions, meeting all necessary admission requirements, completing all required admission documents and attending a FA appointment.
- Prospective students must be beyond the age of compulsory school attendance recognized by the state where the student resides.

In addition to the general admission requirements and procedures, please refer to the Additional Admissions Requirements for Specific Programs and Online Technical Requirements listed in this section. Tuition and fees for all programs are listed in the Catalog Supplement for each location.

READMISSION POLICY FOR MILITARY PERSONNEL

Ultimate Medical Academy will readmit students who have been on active-duty service in the Armed Forces (including Reserves and National Guard) with the same academic status as when last attended as long as the following conditions are met:

- A student provides written notice of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring his/her absence
- A student reenrolls within three years after completion of service
- A separation from service was not dishonorable

Degree requirements in effect at the time of each service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence. Adjustments to degree requirements may be made as a result of formal changes to academic policy.

STUDENTS SEEKING TO ENROLL INTO ADDITIONAL PROGRAMS

UMA graduates who wish to enroll into an additional UMA program will need to meet certain criteria prior to enrolling except when enrolling into a UMA associate degree program from the corresponding UMA diploma program or if a corresponding UMA associate degree program is no longer available. Students should contact an admissions representative for additional information.

CREDIT FOR PREVIOUS EDUCATION

Students who previously attended UMA or another college/school/university may request a transcript evaluation to determine if any of the credits earned transfer to the student's current program of study at UMA. The student should speak to the Registrar's Office to discuss transfer credits.

Students applying for credit in any of the categories described below must submit official transcripts to the Registrar's office. Course descriptions and other supporting documentation may be required. Students are responsible for requesting their transcripts and paying any required fees as required by their prior institutions. Upon review and approval, UMA grants appropriate credit and notifies students.

Students using veteran education benefits will be contacted by the School Certifying Official to complete the Postsecondary Education (Military Only) form. This form serves as authorization for UMA to obtain military transcripts through the Joint Services Transcript System (JST). Students utilizing Veterans educational benefits are required to submit official transcripts from all previously attended institutions to the Registrar's Office no later than

sixty days from their start date. Within 30 days of the receipt of official transcripts, the Registrar's office will issue an evaluation of transfer credits to the student.

UMA requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

UMA considers previous education for transfer credit from the following sources:

1. Advanced Placement Courses approved by the College Board
2. DANTES Subject Standardized Tests (DSSTs)
3. CLEP credits that meet minimum ETS or ACE scores
4. Military training approved by ACE
5. Postsecondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education or CHEA (Council for Higher Education Accreditation)
6. Organizations that are members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO)

For students seeking transfer credits from courses taken outside of UMA, these credits must have been earned with a grade of "C" or higher. The transfer-of-credit award is based on a five-level transcript analysis conducted by course level, title and number of credits, course objectives and course description. Course credits are granted only in semester credit hours. If a transcript contains quarter hours, the quarter hours are divided by 1.5 to obtain semester credit hours. Partial hours are not rounded up. Students granted transfer credit will be awarded a grade of "TC."

External transfer credits do not affect a student's grade point average (CGPA); however, they do affect a student's Pace of Progress (POP) and maximum time frame. (Please refer to the Satisfactory Academic Progress (SAP) section of this catalog, and specifically the Grade Identification and Related Impact on SAP Elements chart, for more information. Internal transfer credits are treated differently for purposes of SAP than external transfer credits. Students must complete a minimum of 30% of the total credits in the program for which they are enrolled at UMA. In addition, required courses in the Associate of Science in Nursing program that have course numbers beginning with "RN" must be completed at UMA.

UMA maintains a signed, written record of transfer credit granted for previous education by academic personnel. Notification is sent to the student regarding the outcome of the transfer credit evaluation. If transfer credit is awarded, notification is sent to the Student Finance department and, in the case of a student using veteran education benefits, to the Veterans Administration.

ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS

Students who transfer programs within UMA, students who transfer from one UMA location to another UMA location, or prior students who re-enter into UMA may be eligible to receive transfer credit for courses previously completed at UMA. The UMA Registrar's Office may perform a transfer credit evaluation and apply any eligible internal transfer courses and their grades to the new program. Please refer to the Grading Systems section of this catalog as some UMA programs require the minimum of a "C" as a passing grade.

For students who have successfully completed an eligible UMA diploma program and are entering into a corresponding associate degree program, all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program.

When courses in one UMA program and their grades are accepted for transfer into another UMA program, the transferred credits and grades count in the calculation of SAP as both attempted and earned (if successfully

completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade Identification and Related Impact on SAP Elements chart in the Satisfactory Academic Progress section of this catalog.

ARTICULATION AGREEMENTS
An articulation agreement is an understanding or agreement between institutions to accommodate the movement of students and the transfer of credits between institutions. UMA has an articulation agreement with National American University.

This agreement is designed to allow UMA graduates to transfer credits earned at UMA to National American University with a minimum of delay and disruption in their educational process. National American University will admit graduates of UMA's diploma and associate degree programs into the Bachelor of Science degree programs listed in National American University's undergraduate catalog, subject to university policies and procedures.

For additional information on UMA's articulation agreement, please contact the Education Department of your location.

DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS
Unofficial transcripts, course descriptions and/or the school's catalog/school's URL for an electronic catalog should be provided to the Registrar's Office for initial evaluation. To complete a final transfer credit evaluation, the Registrar's Office must receive an official copy of all applicable transcripts.

- An official transcript must be received before the start date of the course for which transfer credit is sought.
- Transcripts received after the course start date may be denied eligibility for official transfer credit evaluation.

Upon review, UMA grants appropriate credit and notifies the student.

TRANSFER CREDIT EXPIRATION DATES
UMA reserves the right to limit age of transferable credits. Some examples are:

- General Education credits that were earned more than 10 years ago
- Core credits earned more than three years ago
- Other credits that may be out-of-date or contain experience that may be out-of-date and may require new training

UMA reserves the right to waive any of the above requirements or require additional proof of mastery through skill demonstrations. This age limit may apply to credits for courses taken at UMA for returning students.

CREDIT FOR EXPERIENTIAL LEARNING
UMA does not grant transfer credit for life experience.

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS
Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during the course of a student's enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or job placement. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as pharmacy technician, nursing, nursing assistant and basic x-ray. Other states may have licensing requirements for several UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an externship or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or

certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

UMA covers some programs' certification/licensure examination fee once certain requirements, as established by each location, have been met prior to sitting for the exam. Please contact the education department (ground)/certification department (online) to inquire about program specific requirements.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Facilities that accept students for externships associated with our programs and employment upon graduation may conduct criminal or personal background checks as well as random or pre-placement drug testing. UMA expects that students in its programs can meet the criminal background check and drug test requirements of the externship sites.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those facilities for externships or employment.

Drug testing may be required by healthcare facilities before acceptance and/or during the externship. If at any time a student tests positive on a drug test, the student will be removed from, or may not be allowed to start at, the externship site and may be subject to withdrawal from the program.

Students who have questions regarding how these issues may affect their externship placement, ability to graduate, or potential employment should discuss this with the Program Director or Career Services staff. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed at (or is dismissed from) an externship site due to an adverse result on either a criminal background check or random or pre-placement drug test may be dismissed from the program.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

BASIC X-RAY WITH MEDICAL OFFICE PROCEDURE (DIPLOMA)
HEALTH SCIENCES – BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
(UMA is not enrolling new students in these programs at the current time.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level I background check is required.
- **Externship Requirement:** A 200 hour externship is required in this program.

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)
HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
(UMA is not enrolling new students in these programs at the current time at the Tampa Campus.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen

future workplace of the student.

- **Externship Requirement:** A 240 hour externship is required in this program

HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)

- **Background Check:** A satisfactory Level I background check is required prior to beginning the practicum.
- **Personal Inventory:** Each prospective student must complete a personal inventory with a UMA representative prior to midnight of the seventh day after the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening prior to beginning the practicum portion of the program, or they will be dismissed. Students may re-enter at a later date once a drug screening has been passed.
- Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.
- **Practicum Requirement:** A 180 hour practicum is required in this program consisting of 45 on-site hours and 135 in-class simulation hours. Due to state regulations, students who reside in certain states complete the practicum component in a virtual setting. Please refer to the Health Information Technology Program All Enrollment States Chart at the end of the Admissions section of this catalog.

MEDICAL ASSISTANT (DIPLOMA)
HEALTH SCIENCES – MEDICAL ASSISTANT (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
(UMA is not enrolling new students in these programs at the current time at the Tampa Campus.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Externship Requirement:** A 220 hour externship is required in this program.

MEDICAL/CLINICAL LABORATORY ASSISTANT (DIPLOMA) – No longer offered.
HEALTH SCIENCES – MEDICAL/CLINICAL LABORATORY ASSISTANT (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
(UMA is not enrolling new students in this program at the current time.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Externship Requirement:** A 180 hour externship is required in this program.

NURSING (ASSOCIATE OF SCIENCE DEGREE)
(UMA is not enrolling new students in this program at the current time.)

- The Nursing program has been placed on probation by the Florida Board of Nursing.
- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student in order to assess their success in a classroom as well as the chosen future workplace of the student.

- **Background Check:** A satisfactory Level II background check is required to begin this program.
- **References:** A minimum of three personal/professional signed letters of recommendation
- **Academic Testing:**
    - A successful score of 18 or higher after a maximum of two attempts on a Wonderlic examination
    - Successful score of 75% for each section on the HESI A2 examination after a maximum of two attempts
- **Drug Test:** Students accepted and enrolled into this program must pass a 10-Panel drug screen in order to begin this program.
- **Essay:** An essay describing your motivations for pursuing a career in nursing must be submitted to the Nursing Committee interview panel.
- **Interview:** Successful Nursing Committee Interview
- **Statement of Good Health:** A statement of good health from a health care provider must be submitted prior to the student's first clinical experience.
- **Proof of Vaccinations:** Prior to the student's first clinical experience, evidence must be submitted for rubella, varicella and MMR immunizations and/or immunity, DTP within the last ten years, a flu vaccination within the last year, a negative PPD test or clear chest X-ray, and either a successful Hepatitis B vaccination or the HBV immunization series has begun.
- **Clinicals:** Clinicals consisting of 615 hours are required in this program.

NURSING ASSISTANT (DIPLOMA)
(UMA is not enrolling new students in this program at the current time at the Tampa Campus.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level II background check is required.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening in order to begin externship. Students must pass drug screen or face dismissal from program.
- **Externship Requirement:** A 45 hour externship is required in this program.

PATIENT CARE TECHNICIAN (DIPLOMA)
HEALTH SCIENCES – PATIENT CARE TECHNICIAN (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
(UMA is not enrolling new students in these programs at the current time at the Tampa Campus.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level II background check is required at the time of enrollment and toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening in order to begin externship. Students must pass drug screen or face dismissal from program.
- **Externship Requirement:** A 180 hour externship is required in this program.

PHARMACY TECHNICIAN (DIPLOMA)
HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY (GROUND)
(UMA is not enrolling new students in these programs at the current time at the Tampa Campus.)

- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Pharmacy Technician program. Please refer to the Pharmacy Technician State Requirements section of this catalog for a list of states from which UMA is currently enrolling students.
- **Proof of Graduation:** Prospective students choosing to enroll in the Pharmacy Technician program must provide proof of high school graduation from an acceptable high school or its equivalent. Pharmacy Technician prospective students initially complete an attestation, but they must provide proof of high school completion within 30 days from the date the student is selected and informed of POG verification. If prospective students graduated from a foreign high school, once documentation is received UMA will send a translation and evaluation request to a third party in order to obtain the results within 60 days from the date the student is selected for verification. Students who do not have valid proof of graduation in the applicable time frames are cancelled and may not continue in the Pharmacy Technician program.
- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to lift twenty pounds and tolerate the bending, walking and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level I background check is required. Online students must have satisfactory results prior to beginning this program. Students also complete a background check toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Math Skills Assessment:** Each online prospective student must take and pass a math skills assessment with a successful score of 72% or higher. Online students will not be scheduled for any Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off.
- **Personal Inventory:** Each prospective student must complete a personal inventory with a UMA representative prior to midnight of the seventh day after the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening prior to beginning the externship portion of the program, or they will be dismissed. Students may re-enter at a later date once a drug screening has been passed and only in those states that are approved for re-entry.
- **Externship Requirement:** A 180 hour externship is required in this program.

PHLEBOTOMY TECHNICIAN (DIPLOMA)
(UMA is not enrolling new students in this program at the current time at the Tampa Campus.)

- **Physical Requirements:** In addition to the above admissions requirements, prospective students should be physically able to tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Externship Requirement:** An 80 hour externship is required in this program.

SPECIAL MEDICAL REQUIREMENTS

If required by an externship site, a student must provide proof of satisfactory health status by submitting a signed Statement of Health and confirm freedom from communicable disease by submitting a current PPD test or chest X-ray. Students must sign a Hepatitis B Vaccination Information and Consent/Refusal form. UMA does not provide the vaccination series but highly recommends that those at risk give consideration to the advantages of

immunization and make arrangements to receive the series from their own physician or area health department. Some programs may have additional requirements.

ONLINE TECHNICAL REQUIREMENTS

Each program offered by UMA online is primarily taught through distance education; however, some programs contain an externship/practicum which is conducted at an approved off-site location.

UMA utilizes an asynchronous learning environment demonstrated for students and faculty in their respective orientations. The orientation provides an overview of the learning environment. The syllabus for each distance education course is available within the Learning Management System and delineates learner objectives.

UMA Online programs have the same goals as a traditional learning institution but due to its format, they use different methodologies than ground courses. For example, while a ground course uses small group discussions, an online class uses a threaded discussion board to review the same topic. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include simulations, case studies and multimedia presentations.

In addition to the foregoing admissions requirements, prospective students for an online program must:

- Have Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
    - A browser check to ensure compliance with technical computer requirements
    - An introduction to online learning and UMA resources
    - An overview of UMA's Learning Management System, i.e., Blackboard

To ensure students' on-line learning experience is satisfying, Ultimate Medical Academy (UMA) requires the following minimum hardware, software and Internet specifications:

Hardware:

- Windows computer with a 1.6 GHz frequency or above CPU
- Mac computer (Intel Processor) with a 1.83 GHz frequency or above CPU
- Windows
    - Windows 7, 8 and 8.1
    - Windows 10 is not fully compatible
- Macintosh OS X
    - 10.7 Lion or higher, includes 10.8 Mountain Lion, and 10.9 Mavericks
    - 10.10 and 10.11 are not fully compatible
- 10 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 1 GB Memory (RAM) or above (preferred 2 GB or above)
- 1024 X 768 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)

Software:

- Microsoft Office 2010 (Windows) or Microsoft Office 2011 (Macintosh)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer

- Adobe Shockwave Player (latest version) at get.adobe.com/shockwave
- QuickTime Player 'Mac computers only' (latest version) at apple.com/quicktime/download
- Java (latest version) at java.com
- Some courses (especially IT) may require additional software (detailed in each course)

Internet Browser:
(Health Sciences – Healthcare Technology & Systems and Healthcare Technology & Systems program require Internet Explorer 9 or 10, Mozilla Firefox (stable channel) or Google chrome (stable channel)

Both Windows and Mac Computers:

- Mozilla Firefox (stable channel) at mozilla.org (Recommended browser for both Windows and Mac)

Windows Based Computers:

- Internet Explorer Version 10 or 11
  - Health Sciences – Healthcare Technology & Systems program and Healthcare Technology & Systems programs require Internet Explorer 9 or 10 if using Internet Explorer.
- Google Chrome (stable channel) at google.com/chrome
  - Versions 45+ are not compatible with Java
- Microsoft Edge (Version 20)
  - Edge is not compatible with Java

Mac Based Computers:

- Safari Versions 6 and 7
  - Versions 8 and 9 are not fully compatible
- Google Chrome (stable channel) at google.com/chrome
  - Versions 45+ are not compatible with Java

Determine Which Browser and Version You Are Using:

- In **Edge**, select the menu icon   and choose Settings then scroll down to the bottom of the screen. The version of Edge is located below the words About this App.
- In **Firefox**, select Firefox then "Help" and About Firefox. The version of Firefox is located in the Version field.
- In **Google Chrome**, select the Customize and Control Google Chrome button on the top right hand side of the screen then select About Google Chrome. The version of Google Chrome is located in the Version field.
- In **Internet Explorer**, select "Help" from the menu bar and click About Internet Explorer from the menu. The version of Internet Explorer will be displayed in the Version field. In **Safari**, select Safari then "Help" and About Safari. The version of Safari is located in the Version field.
- Disable Pop-up Blocker
- Enable Cookies in Browser

Internet Service Provider:

- A reliable high-speed internet connection is required (Upload and Download Speeds of at least 3 Mbps).

STATE/TERRITORY SPECIFIC INFORMATION FOR ONLINE STUDENTS
The following section contains important, state specific information to be disclosed to residents of these states who are either potential or current UMA students.

Alabama
- Ultimate Medical Academy has been granted a Certificate of Approval by the Alabama Commission on Higher Education.
- Ultimate Medical Academy is licensed by the Department of Postsecondary Education-Alabama Community College System.

Alaska
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Alaska State Board for Private Postsecondary Education.
- Programs offered to Alaska residents are exempt from authorization under AS 14.48 because the program is online or distance delivered and does not have a physical presence in the state.

Arizona

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Arizona State Board for Private Postsecondary Education.

Arkansas
- The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy certification to offer programs by distance technology.
- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code § 6-61-301.
- The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

California
- Ultimate Medical Academy is exempt from approval to offer online programs by the Bureau for Private Postsecondary Education.

Colorado
- Ultimate Medical Academy is exempt from approval from the Commission on Higher Education and Department of Higher Education – Division of Private Occupational Schools.
- Colorado students should check with the appropriate Colorado regulatory agencies to confirm if program/course work will satisfy initial or renewal licensing or certification of that agency.

Connecticut
- Ultimate Medical Academy is no longer enrolling in the state of Connecticut as of February 9, 2016.

Delaware
- Ultimate Medical Academy has been granted Full Approval status by the Delaware Department of Education.

District of Columbia
- Ultimate Medical Academy is exempt from licensure to offer online programs, with the exception of programs that include an externship or practicum component, in the District of Columbia from the District of Columbia Education Licensure Commission.

Florida
- Ultimate Medical Academy is License by Means of Accreditation by the Commission for Independent Education to offer online programs.

Georgia
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Georgia Nonpublic Postsecondary Education Commission.

Hawaii
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Hawaii Postsecondary Education Authorization Program.

Idaho
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Idaho State Board of Education.

Illinois
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Illinois Board of Higher Education, Division of Academic Affairs and the Illinois Board of Higher Education, Division of Private Business and Vocational Schools.

Indiana
- Ultimate Medical Academy is authorized by the Indiana Board for Proprietary Education / Indiana Commission for Higher Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

Iowa
- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to operate as a postsecondary educational institution that offers distance education programs to Iowa residents. Registration in Iowa does not infer that the Commission or the State of Iowa endorses the school or approves the quality of the school's educational programs. The Commission's registration authorizes the school to operate within the State of Iowa for the purpose of offering postsecondary educational programs to Iowa residents.

Kansas
- Ultimate Medical Academy is currently not enrolling students in the state of Kansas.

Kentucky
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Kentucky Commission on Proprietary Education.

Louisiana
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Louisiana Board of Regents and the Louisiana Board of Regents, Proprietary Schools.

Maine
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Maine Higher Education Commission.
- Ultimate Medical Academy is currently not enrolling students into the Associate of Science in Health Sciences – Pharmacy Technician or Pharmacy Technician Diploma programs.

Maryland
- Ultimate Medical Academy is registered with the Maryland Higher Education Commission.

Massachusetts
- Currently, Ultimate Medical Academy is neither enrolling students nor offering programs in the state of Massachusetts.

Michigan
- Ultimate Medical Academy is authorized to offer online programs by the Michigan Department of Licensing and Regulatory Affairs-Private Postsecondary Education.

Minnesota
- Ultimate Medical Academy is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 - 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- Minnesota students will not be able to use the following courses to satisfy the General Education/Elective requirements for UMA programs: AC2760 - Accounting for Managers; PS2100 - Working With People; or PS2150 - Patient Relations.

Mississippi
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Mississippi Commission on College Accreditation.

Missouri
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Missouri Department of Higher Education.

Montana
- Ultimate Medical Academy authorized to offer online programs by the Montana Board of Regents.

Nebraska
- Ultimate Medical Academy has been granted Approval status by the Nebraska Department of Education, Private Postsecondary Career Schools.

Nevada
- Ultimate Medical Academy has been granted a License to Operate by the Nevada Commission on Postsecondary Education.

New Hampshire
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Hampshire Department of Education, Division of Higher Education and the New Hampshire Higher Education Commission for College and University Approvals.

New Jersey
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Jersey Secretary of Higher Education.
- New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA's accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

New Mexico
- Ultimate Medical Academy has been granted Provisional Approval to Operate by the New Mexico Higher Education Department.

New York
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New York Office of College and University Evaluation.

North Carolina
- Ultimate Medical Academy is exempt from authorization to offer online programs by the North Carolina State Board of Proprietary Schools and the North Carolina Board of Governors.
- Residents of North Carolina may not enroll in an Associate of Science program that includes an externship. However, residents who graduate from the UMA Pharmacy Technician Diploma program in North Carolina may subsequently enter the Health Science Associate degree with a Pharmacy Technician concentration.

North Dakota
- Ultimate Medical Academy is exempt from authorization to offer online programs by the North Dakota University System and the North Dakota Department of Career and Technical Education.

Ohio
- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Board of Regents.
- Ultimate Medical Academy is authorized by the Ohio Department of Higher Education to offer externship experiences for the following programs: Associate of Science in Health Information Technology, Associate of Science in Health Sciences – Pharmacy Technician, and Pharmacy Technician Diploma.

Oklahoma
- Ultimate Medical Academy is exempt from authorization to offer online programs, with the exception of programs that include an externship or practicum component, by the Oklahoma Board of Regents.
- Ultimate Medical Academy is currently not enrolling in diploma programs in the state of Oklahoma.

Oregon
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Oregon Higher Education Coordinating Commission, Office of Degree Authorization Board of Regents.

Pennsylvania
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Pennsylvania Department of Education – Division of Higher Education.

Rhode Island
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Rhode Island Board of Governors for Higher Education.

South Carolina
- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Carolina Commission on Higher Education.

South Dakota
- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Dakota Secretary of State-Post Secondary Education.

Tennessee
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.
- Ultimate Medical Academy is not currently enrolling students into the Associate of Science in Health Sciences – Pharmacy Technician or Pharmacy Technician Diploma programs.

Texas
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Texas Higher Education Coordinating Board.
- Ultimate Medical Academy is not required to seek authorization to operate in Texas and is not regulated under chapter 132 of the Texas Education Code.

Utah
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Utah Division of Consumer Protection.

Vermont
- Ultimate Medical Academy is exempt from Certificate of Approval to offer online programs by the Vermont Agency of Education.

Virginia
- Ultimate Medical Academy is exempt from authorization to offer online programs by the State Council of Higher Education for Virginia, Private and Out-of-State Postsecondary Education.

Washington
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.

West Virginia
- Ultimate Medical Academy is authorized to offer online programs by the West Virginia Council for Community and Technical College Education.

Wisconsin
- Ultimate Medical Academy is approved by the Education Approval Board (EAB) to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes 38.50 and all administrative rules adopted pursuant to the statutes.

Wyoming
- Ultimate Medical Academy is authorized to offer online programs by the Wyoming Department of Education.

Guam
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Guam Council on Postsecondary Institution Certification.

Puerto Rico
- Ultimate Medical Academy is currently not enrolling in the territory of Puerto Rico.

U.S. Virgin Islands
- Ultimate Medical Academy is exempt from authorization to offer online programs by the U.S. Virgin Islands Department of Education.

PHARMACY TECHNICIAN PROGRAMS ENROLLMENT CLASSIFICATIONS AND STATE/TERRITORY DISCLOSURES

The information contained herein is current and state/territory requirements may change during or after a student's enrollment. Students are responsible for researching and understanding all examination, certification, registration and/or licensure requirements in any state/territory in which the student seeks to become certified, registered,

licensed or employed. To review current state/territory requirements, go to the National Association of Boards of Pharmacy at http://www.nabp.net/boards-of-pharmacy/.

STATE/TERRITORY BOARD OF PHARMACY LICENSURE/REGISTRATION REQUIREMENTS

Certain states/territories require students to complete a licensure or registration process prior to the externship course. Students residing in those states/territories, or planning to work in those states/territories, must complete the registration process with the State Board of Pharmacy within the 20 weeks preceding their expected externship course start date. Students who fail to complete the requirements may be dismissed from the program.

Certain states/territories require students to complete a licensure or registration process prior to or soon after employment as a pharmacy technician. Students residing in those states/territories, or planning to work in those states/territories, must complete the licensure or registration process with the State Board of Pharmacy once they have successfully completed the Pharmacy Technician program. Students who fail to complete the requirements may not be able to obtain employment in a pharmacy.

PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE/TERRITORY REQUIREMENTS

States/Territories have various requirements for Pharmacy Technicians. Certain states/territories require students to become certified by the Pharmacy Technician Certification Board (PTCB) within one or two years of initial registration or licensure. Failure to become certified by the PTCB within the required time frame after initial registration may result in the loss of registration or licensure. Students who fail to become certified by the PTCB may not be able to obtain or maintain employment in a pharmacy.

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

It is important that the students are aware of their Pharmacy Technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA and request written authorization (via the Pharmacy Technician Non-Enrollment State form) if they plan to move to or intend to work as a pharmacy technician in any state/territory other than those in which UMA is actively enrolling for the Pharmacy Technician program (a "non-enrollment state/territory"). Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.

The chart below outlines various states/territories and whether or not UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Pharmacy Technician Diploma and Associate Degree programs:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Pharmacy Technician Associate Degree or Diploma programs.
- **Reenroll State/Territory** – a state/territory where UMA is accepting students who have graduated from the UMA Pharmacy Technician Diploma program and are attempting to reenroll in the Pharmacy Technician Associate Degree program
- **Non-Enrollment State/Territory** – a state/territory where UMA is not currently enrolling students in the Pharmacy Technician Diploma or Associate Degree programs

PHARMACY TECHNICIAN PROGRAM STATE/TERRITORY REQUIREMENTS		
ALL ENROLLMENT STATE/TERRITORY	REENROLL STATE/TERRITORY	NON-ENROLLMENT STATE/TERRITORY
Alabama	New Hampshire***	California
Alaska	North Carolina**	Connecticut
Arizona		Kansas
Arkansas		Louisiana
Colorado		Maine
Delaware		Maryland
Florida		Massachusetts
Georgia		Minnesota
Guam		Nebraska
Hawaii		Nevada
Idaho		New York
Illinois		North Dakota
Indiana		Oklahoma
Iowa		Puerto Rico
Kentucky		Rhode Island
Michigan		South Carolina
Missouri		Tennessee
Mississippi		Utah
Montana		Virginia
New Jersey		Washington
New Mexico*		Washington D.C.
Ohio		West Virginia
Oregon		
Pennsylvania		
South Dakota		
Texas		
U.S. Virgin Islands		
Vermont		
Wisconsin		
Wyoming		

*Students residing in New Mexico are not eligible for the Pharmacy Technician Associate Degree program.

**Students residing in North Carolina must complete the externship component in the Pharmacy Technician Diploma program and reenroll in the Pharmacy Technician Associate Degree program upon completion of the diploma program.

***Students residing in New Hampshire must be graduates from the Pharmacy Technician Diploma program (externship completed).

Many states/territories have various requirements for Pharmacy Technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional Pharmacy Technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in.

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Kansas, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New York, North Dakota, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling for the Pharmacy Technician Diploma or Associate Degree programs. Students seeking externship or planning to relocate to these states/territories should speak with the Pharmacy Technician Program Chair. Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.
New Hampshire	Students are not eligible to enroll in the Pharmacy Technician Diploma program.
Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Kentucky, Michigan, Mississippi, Montana, New Jersey, Oregon, Pennsylvania, U.S. Virgin Islands, Vermont, Wisconsin	Licensure/registration is not required prior to externship; however, the Career Services' Externship Department begins the state/territory licensure/registration prior to externship.
Alabama	Students residing in Alabama must be registered prior to externship.
Alaska	Students residing in Alaska must be licensed prior to externship.
Indiana	Students residing in Indiana will be licensed as a Technician-In-Training prior to the start of externship.
Iowa	Students residing in Iowa will be registered as a Pharmacy Technician Trainee prior to the start of externship.
New Mexico	Students residing in New Mexico are not eligible to enroll in the Pharmacy Technician Associate Degree program.
North Carolina	Students residing in North Carolina are not eligible to enroll directly into the Pharmacy Technician Associate Degree program. Completion of the Pharmacy Technician Diploma program is required followed by re-enrollment into the Pharmacy Technician Associate Degree program.
Oregon	Students residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified and apply for/obtain the Board's Certified Oregon Pharmacy Technician License. Students must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.
South Dakota	Students residing in South Dakota must register as a Technician-In-Training prior to the start of externship.
Texas	Students residing in Texas must register as a Pharmacy Technician Trainee prior to externship.
Wyoming	Students residing in Wyoming register as a Pharmacy Technician-In-Training and apply to the Board for a training permit with the sponsoring pharmacy listed on the permit.
States/Territories	Additional Pharmacy Technician Information for Graduates
Colorado, Delaware, Guam, Hawaii, Pennsylvania, U.S. Virgin Islands, Wisconsin	Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. Currently, there are seven states/territories in which pharmacy technicians are not regulated by the state Boards of Pharmacy. To review state/territory requirements for pharmacy technicians, use the following link: http://www.nabp.net/boards-of-pharmacy/

Alabama, Arkansas, Georgia, Kentucky, Missouri, New Jersey, New Mexico, Vermont	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska, Maine	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR 2. Certified Technician (Must provide evidence of PTCB)
Florida	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Residents of Florida begin this process after graduation.
Idaho	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training - obtain certification prior to the end of second renewal OR 2. Certified Technician (Must provide evidence of PTCB)
Illinois	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Proof of passing certification exam PTCB or ExCPT AND 2. Copy of pharmacy technician program certificate or diploma
Indiana	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Technician-In-Training - obtain certification prior to the end of first renewal OR 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Michigan	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Full Licensure – submit proof of passing the PTCB or NHA exams OR 2. Limited License – requires verification of employment and is only valid during employment listed on application OR 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal
Montana	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR 2. Pharmacy Technician – certified by PTCB or ExCPT

New Hampshire	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Registered Pharmacy Technician or 2. Complete 600 hours of training under the direction of a pharmacist and pass a national certification exam
New Mexico	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Non-Certified Technicians – submission of technician training record form and national certification within one year OR 2. Certified Pharmacy Technician – submit copy of certification from PTCB or ExCPT
North Carolina	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Is currently employed by a pharmacy holding a valid in-state permit and completes a training program approved by the supervising pharmacist manager OR 2. Holds a current certification with PTCB
Ohio	Graduates must be qualified in order to work as a pharmacy technician. In order to be considered qualified, technicians must complete and pass the PTCB or ExCPT. Note: Ohio does not register, license, or approve pharmacy technicians to work; however, all pharmacy technicians must be qualified as defined above.
Oregon	Graduates that have passed a national certification exam through PTCB or the National Healthcareer Association (the EXCPT) qualify for the Certified Oregon Pharmacy Technician credential.
South Dakota	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 2. Certified Technician - submit copy of certification from PTCB or ExCPT
Texas	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee – required prior to externship and must obtain PTCB certificate number within two years 2. Registered Technician – Requires PTCB certification
Wyoming	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES

Many states/territories have requirements regarding the practicum component of the Health Information Technology degree program. Requirements may include restrictions on virtual practicums as a substitute for the onsite practicum experience or may require students to arrange for and acquire their practicum site. Please consult the chart below for the state in which you will reside or plan to reside while completing the practicum component of the Health Information Technology degree program.

HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART		
All Enrollment	**Virtual Practicum***	**Do Not Enroll**
Alabama	Louisiana	Connecticut
Alaska	Nevada	Kansas
Arizona	New Hampshire	Massachusetts
Arkansas	North Carolina	New Mexico
California	Washington	Oklahoma
Colorado		Puerto Rico
Delaware		Rhode Island
Florida		Washington D.C.
Georgia		
Guam		
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kentucky		
Maine**		
Maryland		
Michigan		
Minnesota		
Mississippi		
Missouri		
Montana		
Nebraska		
New Jersey		
New York		
North Dakota		
Ohio		
Oregon		
Pennsylvania		
South Carolina		
South Dakota		
Tennessee**		
Texas		
U.S. Virgin Islands		
Utah		
Vermont		
Virginia		
West Virginia		
Wisconsin		
Wyoming		

 *Due to state regulations, students complete the practicum component in a virtual setting.
**If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

STUDENT FINANCIAL ASSISTANCE

Prior to enrolling at UMA, prospective students are encouraged to explore the availability of financial aid funds through private, state and federal agencies. Financial aid information and application assistance are provided by the UMA Student Finance Office to help each prospective student and his/her family clearly understand his/her financial situation before entering into a contractual agreement. Please refer to UMA's Student Consumer Information for additional student financial aid information. UMA's student consumer information can be found at: https://www.ultimatemedical.edu/pdfs/consumerinformation.pdf

CONTACT STUDENT FINANCE
Online Student Finance personnel are available by phone at 1-888-212-5421 or by emailing onlinestudentfinance@ultimatemedical.edu. Ground students should speak with the UMA Student Finance staff at the campus.

FEDERAL STUDENT AID (FSA) PROGRAMS
Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each award year. This application is available online at fafsa.ed.gov. The FAFSA applications are processed through the Department of Education. Completion of the FAFSA does not guarantee eligibility in federal student aid programs.

FEDERAL PELL GRANTS
A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor or professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and non-federal sources are added. The exact amount of a Pell Grant depends on financial information provided by a student on a Free Application for Federal Student Aid (FAFSA).

Federal regulations limit an eligible student's maximum Lifetime Eligibility Used (LEU) in Pell Grants to 600%. Students who have attended other higher education institutions and/or programs should speak with the Student Finance office to determine their remaining eligibility.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
FSEOG is a grant program for undergraduate students with exceptional needs, priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for the award year.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS
Direct Subsidized loans are for first time borrowers as of July 1, 2013, and are need-based. Eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors. The U.S. Department of Education pays the interest on Direct Subsidized Loans during certain periods.

Federal regulations limit the length of time a student may be eligible to receive Federal Direct Subsidized Loans. Eligible students may not receive Direct Subsidized Loans for a period that exceeds 150% of the published length of the academic program in which the student is currently enrolled, including any prior subsidized loans the student received. This length of time is known as the maximum eligibility period.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS
Direct Unsubsidized Loans are not need-based and eligibility depends on a student's financial need as determined by information supplied on the FAFSA. The actual amount of unsubsidized loan is affected by several factors.

FEDERAL DIRECT PLUS
If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the Direct PLUS Loan program. Both parents and students must meet all general eligibility requirements determined by

information on the FAFSA. The Federal Direct Plus Loan is also based upon the credit history of the parent who is applying.

FEDERAL WORK STUDY (GROUND CAMPUSES ONLY)
UMA receives an annual Work Study allocation. Federal Work Study funds are used to place students in community service or student services jobs, paying at least minimum wage, that allow them to work 10-20 hours per week Students must have an unmet financial need to qualify for this program.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from the Student Finance Office (see contact information above) or at ultimatemedical.edu/consumerinformation.pdf.

ADDITIONAL SOURCES OF AID

MILITARY BENEFITS FOR ACTIVE DUTY SERVICE MEMBERS, VETERANS, RESERVISTS, SPOUSES AND DEPENDENTS
Students are advised to contact their Veteran's Educational Representative for information on veteran's benefits and other programs for which they may be eligible. UMA participates in Tuition Assistance, Vocational Rehab (Chapter 31), Montgomery GI Bill® (Chapter 30), Post 9/11 GI Bill® (Chapter 33), Survivors and Dependents Assistance (Chapter 35), Montgomery GI Bill® Selective Reserve (Chapter 1606), Reservist Educational Assistance Program (Chapter 1607), Transfer of Eligibility, and Military Spouse Career Advancement Accounts Program (MyCAA).

Service members who intend to participate in the Military Tuition Assistance (TA) program must seek funding approval prior to the program's start date. TA eligible courses will be considered if part of the student's evaluation plan, prerequisites are within the student's evaluated educational plan or is required for acceptance into a high-level degree program unless otherwise specified by Service regulations.

YELLOW RIBBON PROGRAM
The Yellow Ribbon Program allows institutions of higher learning in the United States to enter into an agreement with the Veterans Administration to fund tuition and fee expenses that exceed tuition and fee amounts payable under the Post 9/11 GI Bill®. If there is an amount that exceeds tuition and fee amounts under the Post 9/11 GI Bill®, UMA funds 50% of that amount and the VA funds another 50%.

To be eligible for UMA's Yellow Ribbon Program, veterans must be enrolled in an approved program at UMA, have served an aggregate period of active duty after September 10, 2001 of at least 36 months and be honorably discharged and/or have a dependent receiving benefits transferred from an eligible Service Member.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT (MYCAA) SCHOLARSHIP PROGRAM
The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees (excluding Associate Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations. For additional information and to apply for a MYCAA Scholarship, visit:

https://aiportal.acc.af.mil/mycaa/default.aspx

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at http://www.benefits.va.gov/gibill.

WHO IS ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE?

- Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

THOSE WHO ARE NOT ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE INCLUDE:

- Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
- Spouses who are a member of the armed forces themselves currently on Title 10 orders
- Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
- Spouses married to a member of the Coast Guard
- Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders or before the sponsor's date of separation

Additional information on eligibility for Veteran's Educational Benefits requirements and amounts offered is available from the Student Finance Office (onlinestudentfinance@ultimatemedical.edu) or ultimatemedical.edu/military.

ELIGIBLE STATE AID PROGRAMS

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)
The Florida Student Assistance Grant Program is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. The amount is established each year by Florida Legislature appropriations and varies based on funding and type of school. Schools select recipients based on State of Florida eligibility criteria. Students must complete the Free Application for Federal Student Aid (FAFSA).

BRIGHT FUTURES SCHOLARSHIP (FLORIDA ACADEMIC SCHOLARS, FLORIDA MEDALLION SCHOLARS AWARD AND FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD)
The amounts of these awards are established every year by Florida Legislature appropriations and vary based on funding and type of school. The Florida Department of Education Office evaluates application documents based on the eligibility requirements. Students must complete the Free Application for Federal Student Aid (FAFSA).

VERMONT STATE GRANTS
UMA participates in Vermont Incentive Grants for Vermont residents who attend UMA. Grant award amounts are based on financial need and cost of attendance. Prospective students must submit a FAFSA and complete a Vermont Grant application.

Additional information on State Aid eligibility requirements is available from the Student Finance Office (see contact information above) or at ultimatemedical.edu/consumerinformation.pdf.

INSTITUTIONAL AID

Please visit or email your Student Finance Office for additional information regarding eligibility requirements and amounts offered at onlinestudentfinance@ultimatemedical.edu.

ACADEMIC SUCCESS GRANT (ASG) – ONLINE ONLY
UMA offers an Academic Success Grant to graduating students. To qualify for the grant, students must be directly enrolled in an associate degree program with a start date of March 14, 2016, and after. At time of disbursement, grant recipients must meet the following criteria when the ASG is awarded and disbursed: (a) be in an active school

status at UMA; (b) be progressing academically to graduate from their associate degree program and (c) voluntarily request via the UMA authorization form that any excess funds as a result of the ASG be credited first toward any outstanding UMA balance and then in the following order; Unsubsidized Direct Loan; Subsidized Direct Loan; prior balances or loans in the prior academic year. In the event any excess funds resulting from the ASG exceeds the recipient's total packaged Federal student loans and institutional debt for the recipient's associate degree program enrollment, the recipient will be eligible to receive the excess funds as a stipend.

Students who fail to complete their educational program (withdrawal, dismissal or transfer educational programs) will lose their eligibility for disbursement of the Academic Success Grant. Students who re-enroll, re-enter or transfer are not eligible. UMA does not award the grant to new students upon enrollment and the total grant will not exceed $3,000 per student. The grant is awarded to the student near the end of the program.

PHARMACY TECHNICIAN GRANT

As of the February 8, 2016, start date, UMA no longer offers the Pharmacy Technician Grant to students pursuing the Pharmacy Technician Health Sciences – Pharmacy Technician program. However, UMA will continue to offer the Pharmacy Technician Grant to students pursuing the Pharmacy Technician Diploma program. Eligible students will receive a grant of $650 for the first academic year of the program.   The grant is disbursed in two equal installments of $325 for each payment period of the academic year.   A disbursement is made once the student has successfully completed the first module of the payment period. Students who transfer programs at UMA are not eligible.

Students who fail to complete their educational program will lose their remaining eligibility for future disbursements of the Pharmacy Technician Grant.   UMA will complete a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive.   Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

SUCCESSFUL COMPLETION GRANT

UMA offers a Successful Completion Grant to graduating students. To qualify for the grant, a student must be enrolled in an eligible diploma program and must meet the following requirements while UMA Board-allocated grant funding remains:

- Have a projected graduation date of 7/1/2016 or later.
- Have a federally calculated Expected Family Contribution (EFC) of less than $2000 on the most recently completed FAFSA used for packaging.
- Have either (i) a CGPA of at least 3.0 or (ii) have a CGPA of 2.0 to 2.9 and have failed no more than 1 course in the student's program.
- Be on track to graduate based on the Registrar's projected graduation date.
- Be committed to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to outstanding federal loans.
- Have not received the Employee Tuition Grant.
- Have not been withdrawn or dismissed at any point during his or her enrollment at UMA.

Eligibility will be determined by the Student Finance Department. If the student meets the qualifications listed above, the student will be awarded the grant while UMA Board-allocated grant funding remains, up to the following amounts for their specific program:

- Medical Administrative Assistant - $6,250
- Medical Assistant - $6,500
- Medical Billing and Coding and Medical Office and Billing Specialist - $6,000
- Patient Care Technician and Basic X-ray with Medical Office Procedures - $5,500
- Pharmacy Technician and Dental Assisting with Expanded Functions - $3,000

The grant will first be awarded to the student's current academic year.   First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available on the student's ledger card after the

institutional balance is paid for the current academic year, UMA will return the excess funds to the Department of Education on the student's behalf to reduced Federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

TRANSFER STUDENT SUCCESS GRANT – TAMPA CAMPUS ONLY
UMA offers the Transfer Student Success Grant for dedicated students who wish to enroll at the Clearwater Campus or UMA Online and are unable to continue their studies at the Tampa Campus. This grant allows students to transfer locations without incurring financial obligations beyond the new contracted amount at the student's new location, with the exception of any additional tuition charged for retaken courses in the program of study. To qualify for the grant, students must be enrolled in a Tampa Campus program as of 6/14/16 and unable to complete their programs of study due to course availability. Students may choose to either complete their current program at the Clearwater Campus or UMA Online, if the program is offered in either of those options, or start a new program at the Clearwater Campus or UMA Online.

Students who fail to complete their educational program will lose their eligibility for the Transfer Student Success Grant. UMA will complete a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

LAPTOP PROGRAM (ONLINE STUDENTS ONLY)
As of February 8, 2016, UMA offers the laptop program to all new, first-time enrolling online students into an associate degree program. The laptop program is not applicable to UMA diploma program graduates who are re-enrolling into an associate degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program.

To be eligible for the laptop program, a first time enrolling online student must earn a grade of "C" or better at the end of their first course. Students must also be active at the time the laptop is shipping.

UMA will ship laptops to eligible online students within two weeks of the completion of the student's first course (after final grades are posted). Laptops should typically arrive at the student's home within 7 – 8 weeks of the student's program start date.

Associate degree program online students who do not meet the criteria for the laptop and online students enrolling in the diploma program may be eligible to purchase and/or finance a laptop as part of their financial aid (for those who qualify).

METHODS OF PAYMENT
UMA strives to work with each student to arrive at a financial plan that best suits a student's needs:

- Student financing is available for those who qualify through various agencies.
- UMA offers payment plans and institutional loans without interest.* Students with institutional payment arrangements have payment dates set for the fifth of each month. Students enrolled in the Nursing Assistant or Phlebotomy programs may be required to make weekly payments. If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Student Accounts Department at 877-250-9799.

- Students may opt to make full payment at the time of signing an enrollment agreement. Payment may be made with cash, personal check, credit (VISA, MasterCard, Discover or American Express) or money order. Returned checks incur a $25 fee.

*If a payment schedule is not adhered to, students choosing a payment schedule option may not be permitted to continue enrollment.

Students who receive loans to pay for their program are responsible for repaying the full amount of the loans, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by a state or the federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from the Student Finance Office (see contact information above).

ADDITIONAL INFORMATION FOR FEDERAL DIRECT LOANS

ENTRANCE COUNSELING
UMA ensures loan entrance counseling is sent to prospective students from their assigned Financial Aid Planner and is conducted electronically via DocuSign before disbursements of loans are made. The counseling includes:

- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of the consequences of default
- Sample repayment schedules
- Borrower's rights and responsibilities
- Other loan terms and conditions

A sample loan repayment calculator can be found at the following link:

ed.gov/offices/OSFAP/DirectLoan/calc.html

EXIT COUNSELING
Upon separation from UMA, whether graduating, dismissal, dropping below a half-time enrollment status or withdrawing, UMA sends exit counseling documentation to students that outlines their total federal loan balances, rights and responsibilities, and all their options as borrowers. UMA sends the required exit interview materials within 30 days from the date UMA determines the student's withdrawal or the date of graduation. The link to complete exit counseling is:

studentloans.gov

REPAYMENT, DEFERMENT, FORBEARANCE, CANCELLATION AND CONSOLIDATION FOR BORROWERS
Repayment begins six months after a student graduates, leaves school or drops below half-time status. As explained in the Master Promissory Note, there are several repayment, deferment, cancellation and consolidation options. If you have several types of federal loans you may be eligible to consolidate these loans into one payment. There are several repayment plans that are based on a borrower's current income level. However, the longer a loan repayment is extended, the more interest a borrower pays. Types of repayment plans are Standard, Extended, Graduated, Income Based Repayment (IBR), Income Contingent Repayment Plan (ICR), Income Sensitive Repayment Plan, Revised Pay as You Earn (REPAYE) and Pay as You Earn. For more information, the following website information is provided:

Repayment: studentaid.ed.gov/PORTALSWebApp/students/english/OtherFormsOfRepay.jsp

If a borrower is having trouble making a payment, he/she should contact UMA's Office of Personal Finance and Alumni Relations at 888-205-2170 or debtmanagement@ultimatemedical.edu. Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at nslds.ed.gov.

FEDERAL STUDENT AID DISBURSEMENTS

Federal student aid funds are disbursed directly to UMA by Electronic Funds Transfer (EFT) in multiple disbursements based upon a student's progression through his/her program and maintenance of Satisfactory Academic Progress. UMA reviews the student's eligibility and requests the eligible funds on behalf of the student from the US Department of Education. The US Department of Education will provide the funds to UMA. UMA, upon receipt of the funds, will credit the student's account with the date the funds were received and the amount of the funds received by fund type.

FEDERAL STUDENT AID LIVING EXPENSE/CREDIT BALANCE DISBURSEMENTS

A Federal Student Aid (FSA) credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. Students must complete an Information and Authorization form regarding their excess funds. If FSA disbursements to a student's account create an FSA credit balance, UMA returns excess funds as directed by the student on his/her signed authorization form within 14 days. If a student directs that credit balances be issued directly to the student, UMA issues a check to the student.

FEDERAL STUDENT AID OMBUDSMAN

If a situation exists that UMA Cares or other school personnel cannot resolve, students have the right to contact the Office of the Ombudsman with the U.S. Department of Education. Questions or concerns regarding Federal Direct Loans that cannot be answered by UMA or your lender should be directed to:

Internet:	studentaid.gov/repay-loans/disputes/prepare
Telephone:	1-877-557-2575
Fax:	1-606-396-4821
Mail:	FSA Ombudsman Group
	P. O. Box 1843
	Monticello, KY 42633

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

If UMA enters into an agreement with a potential student, student or parent of a student regarding a Title IV, HEA Loan, the loan is submitted to the National Student Loan Data System and is accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system. Students may view their information at: https://www.nslds.ed.gov/nslds/nslds_SA/

REFUND POLICIES

INSTITUTIONAL REFUND POLICIES

For all UMA campuses, a "class day" as defined by UMA is a day classes are held at UMA's main campus (Clearwater), typically Monday – Thursday of weeks during which classes are in session. A "calendar day" is any day of the week, including weekends.

UMA is required to perform institutional refund calculations (pro-rata) for all students who withdraw or are withdrawn from UMA including for the failure to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination the student withdrew or was withdrawn. Refund calculations are based on the student's last date of attendance. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned federal student aid within 45 calendar days of the date of determination the student withdrew or was withdrawn. Students are responsible for any balance due on their accounts as a result of withdrawal from UMA.

REFUND POLICY FOR A STUDENT'S FIRST CLASS WITH UMA

Aside from refunds required under applicable law, for students in their first class in a new UMA enrollment and students who are in their first course after re-entering into UMA, UMA voluntarily refunds all tuition and fees for the first course if the student does not continue on at UMA in a second course in that enrollment. If a student has received physical textbooks, UMA will charge a textbook fee. Such students who have received physical textbooks through UMA may receive a full or partial refund for the books if returned to UMA, depending on the condition of the returned books. As part of the refund practice described in this paragraph, UMA sends back all Title IV aid to its funding source and does not seek repayment from students for tuition and fees incurred in the first course.

For all students in courses other than their first course at UMA, the other provisions in this Refund Policies section apply to determine the appropriate refund amount.

For students who are residents in Indiana, Iowa, Oregon or Wisconsin, please refer to the UMA Online Supplement to the UMA Catalog for those state specific refund policies.

PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS

Pertains to the following programs:

- Basic X-Ray with Medical Office Procedures (Diploma)
- Dental Assistant with Expanded Functions (Diploma)
  (UMA's current Dental Assistant with Expanded Functions program uses a single academic year. All other programs exceed one academic year.)
- Medical/Clinical Laboratory Assistant (Diploma)
- Medical Assistant (Diploma)
- Patient Care Technician (Diploma)
- Pharmacy Technician (Diploma)
- Health Sciences – Pharmacy Technician (Associate Degree)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA non-term programs are billed by payment period.

For any full academic year, the charges are divided equally for each payment period (with the exception of the Health Sciences – Pharmacy Technician Associate Degree and Pharmacy Technician Diploma programs). For any academic

year that does not meet the standard academic year definition and consists of multiple payment periods, the charges will be prorated for each payment period based on the number of credits assigned to the payment period.

Students enrolled in the Health Sciences – Pharmacy Technician Associate Degree and Pharmacy Technician Diploma programs are charged based on the number of credit hours assigned to each payment period for all academic years.

A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her current payment period as follows:

- If students withdraw under the UMA withdrawal process before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before or at the 60% completion of the payment period, students are issued a pro rata refund as follows:
  o The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
  o The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

PRO RATA REFUND CALCULATION FOR NON-TITLE IV DIPLOMA PROGRAMS
Pertains to the following programs:

- Nursing Assistant
- Phlebotomy Technician

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in a UMA Non-Title IV diploma program are billed for the entire program. A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her then current program as follows:

- If students withdraw under the UMA withdrawal process before the start of a program for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a program for which they have been charged but before or at 60% completion of the program, students are issued a pro rata refund as follows:
  o The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a program by the number of calendar days in the program in which the withdrawal occurred.
  o The number of calendar days in a program is defined as the number of calendar days from the start of a program until the last day of the last course a student was scheduled to attend in the program. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS

Pertains to the following programs:

- Nursing (Associate of Science)
- Health Sciences Concentrations (Associate Degree):
    - Basic X-Ray Technician with Medical Office Procedures
    - Dental Assistant with Expanded Functions
    - Healthcare Technology & Systems
    - Medical/Clinical Laboratory Assistant
    - Medical Administrative Assistant
    - Medical Assistant
    - Medical Office and Billing Specialist
    - Patient Care Technician
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Management (Associate Degree)
- Healthcare Technology & Systems (Diploma)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at UMA, the following policies apply:

- If students are cancelled, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and physical textbooks provided by UMA are not returned or are returned in non-new condition, students are assessed a book fee for those physical textbooks.
- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before or at the 60% completion of the semester, students are issued a pro rata refund as follows:
    - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
    - The number of calendar days in a semester is defined as the number of calendar days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive federal student aid and withdraw, drop out, are on an Administrative Leave of Absence or are terminated by UMA, and who receive financial aid from Federal Student Aid Title IV funds. Students who cease attendance at UMA prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. UMA and/or the student must return the remaining 70%.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date a student notifies UMA of his/her intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a pro rata manner up to and including the 60% point in a payment period. (Title IV aid is considered 100% earned after that point in time). The percentage of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days in the payment period}} = \text{Percent of payment period completed}$$

Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student's behalf and are less than the amount of Title IV funds earned by UMA must be returned.

UMA will return unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. FSEOG
6. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date UMA determined a student withdrew, UMA will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post-withdrawal disbursement is the result of PELL or FSEOG funds, UMA may apply the grant funds to the student's account to cover tuition, books and supplies. If the post-withdrawal disbursement is based on Direct Loan funds, UMA must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account including books and supplies, or UMA can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date UMA determined a student withdrew, UMA notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). If any federal grants aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date UMA sends a notification to the student of the overpayment or the date UMA was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to UMA or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

UMA returns unearned federal student aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

RETURN OF INSTITUTIONAL GRANT FUNDING POLICY

This policy applies to all students who withdraw, drop out or are terminated by UMA and who received Institutional Grant funding.   Students who cease attendance at UMA prior to completing more than 60% of their payment period will have their Institutional Grant funding recalculated based on the percentage of a payment period attended.

For the purposes of the Return of Institutional Grant Funding policy, a student's withdrawal date is:

- The date a student notifies UMA of his/her intent to withdraw; or
- The student's last day of attendance

Institutional Grant funding is earned in a pro-rata manner up to and including the 60% point in the payment period. The percentage of Institutional Grant funding earned is calculated as:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days in the payment period}} = \text{Percent of payment period completed}$$

Scheduled breaks in the student's schedule of 5 calendar days or more and/or any period of Leave of Absence is excluded from the calculation.

The percent of the payment period completed is the percentage of the Institutional Grant earned by the student. The percentage of the Institutional Grant unearned (i.e. Amount to be returned to the appropriate grant program) is 100% less the percent earned.

STUDENT INFORMATION

CANCELLATION POLICY

An applicant may cancel his/her enrollment within 72 hours of signing the enrollment agreement without incurring any financial penalty. Additionally, students who do not begin attendance within the first seven calendar days of a program, or who cancel or are cancelled by UMA within the first ten class days of their first course (as defined by UMA), have their enrollment canceled without incurring any tuition charges, and any monies paid are returned. See the Provisional Status for Initial Enrollment policy in UMA's catalog for more details. Students who accept physical textbooks prior to their enrollment cancellation must return those physical textbooks in new condition, or they may receive no or only a partial refund, based on book condition. Students should contact the Registrar (umaregistrar@ultimatemedical.edu) to cancel within the timeframe listed above. Students can direct other questions about their enrollment to their admission representative, new student advisor, or learner services advisor.

WITHDRAWAL OR DISMISSAL PROCEDURE

OFFICIAL WITHDRAWAL

Sometimes conditions or circumstances beyond the control of students and UMA require that students withdraw from UMA. Students who request or give notification of their intent to withdraw are considered an official withdrawal on the date the student provides the notification. Students who determine the need to withdraw from school after the cancellation period and prior to the completion of their program must follow the steps below for an official withdrawal.

Ground Students: Contact the Director of Education either in person, by telephone (Clearwater: 727-298-8685, 813-387-6774 or 877-241-8786; Tampa: 813-386-3086, 813-386-6350 or 877-241-8786) or email officialWD@ultimatemedical.edu to notify UMA of your intent to withdraw from your program.

Online Students: Contact the Registrar's Office by telephone (877-241-8786), mail or email officialWD@ultimatemedical.edu to notify UMA of your intent to withdraw from your program.

Students who withdraw from their program of study during a grading period will receive a "W" grade as outlined in our grading system policy for any course currently in progress. The student will receive a "WD" grade for any courses scheduled in which the student did not begin attendance.

Students withdrawing from their program of study are subject to the results of the Return of Title IV refunds calculation and the institutional refund calculation. Please refer to the Refund Policy section within this catalog/addendum for additional information. As the result of the withdrawal, the student is responsible for paying any balance owed to UMA and the Federal Student Aid Loan Programs.

INTENT TO CANCEL WITHDRAWAL

Any student who requests to withdraw from UMA and subsequently chooses to cancel his/her withdrawal request must do so in writing within 3 business days from the date the official notification was provided by the student to the Registrar's Office (online students) or the Director of Education (ground students).

Online students must complete the Intent to Cancel Withdrawal Request form via DocuSign provided by the Learner Services Advisor.

Ground students must complete the Intent to Cancel Withdrawal Request form via DocuSign or the paper form provided by the Program Director (Tampa)/Learner Services (Clearwater).

Students intending to cancel their official withdrawal notification must be eligible to return to school. Any student whose return would occur after a violation of the published attendance policy, whose return would violate the scheduled return requirements of another policy or any student who was dismissed or scheduled to be dismissed from school for other reasons is not eligible to cancel the official withdrawal and return to school.

UNOFFICIAL WITHDRAWAL

UMA will withdraw any student who:

1. Violates the published attendance policy or
2. Fails to provide timely written confirmation of future attendance
3. Fails to return from a Leave of Absence or Written Confirmation of Future Attendance

UMA will dismiss any student who:
1. Violates the Student Code of Conduct or any required policies, or
2. Fails to meet the required Satisfactory Academic Progress Policy requirements

UMA will notify any student it withdraws or dismisses from school. Students who are withdrawn from their program of study during a grading period will receive a "W" grade as outlined in our grading system policy for any course currently in progress. The student will receive a "WD" grade for any courses scheduled in which the student did not begin attendance.

Students who are withdrawn from their program of study are subject to the results of the Return of Title IV refunds calculation and the institutional refund calculation. Please refer to the Refund Policies section within this catalog/addendum for additional information. As the result of the withdrawal, the student is responsible for paying any balance owed to UMA and the Federal Student Aid Loan Programs.

For refund calculation information, please refer to the Refund Policies section of this catalog.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review a student's education records within 45 days of the day UMA receives a written request for access.
  - o A student should submit a written request that identifies the record(s) the student wishes to inspect to the Student Finance office for finance records or to the Registrar's office for all other records. A UMA official makes arrangements for access and notifies the student of the time and place where records are available to be inspected.
- The right to request an amendment of a student's education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA
  - o A student who wishes to ask UMA to amend a finance record should write the Student Finance office or for all other records, the Registrar's office, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - o If UMA decides not to amend the record as requested, UMA notifies the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.
- The right to provide the required written consent before UMA discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Under the FERPA exception for disclosure to school officials with legitimate educational interests, UMA discloses education records to these persons without a student's prior written consent.
  - o A school official is a person employed by UMA in an administrative, supervisory, academic or research or support staff position; a person or company with whom UMA has contracted as its agent to provide a service instead of using UMA employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Managers; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

- o A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UMA.
- UMA may disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Registrar's office. UMA has designated the following information as Directory Information:
  - o Student's name
  - o Address
  - o Telephone listing
  - o Electronic mail address
  - o Photograph
  - o Date and place of birth
  - o Program of study
  - o Dates of attendance
  - o Grade level
  - o Participation in officially recognized activities
  - o Degrees, honors and awards received
  - o Student ID number
- Upon request, UMA also discloses directory information, without consent, to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FACILITY-RELATED RULES

- Food and beverages are allowed in the student lounge/kitchen area or outdoors only. All soda cans, cigarette wrappers, papers, food wrappers, etc., are to be placed in trash cans.
- The school is a non-smoking facility. Smoking is permitted outdoors in designated smoking areas only. All students are expected to dispose of smoking materials and waste in a proper and safe manner.
- During breaks, please do not gather around the doors of other offices in a complex.
- Be respectful of the equipment and the classrooms.

STUDENT CONDUCT

Students must adhere to high standards of scholarship and conduct so as to not interfere with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general. A student whose conduct reflects unfavorably upon him/her or the school is subject to suspension and/or dismissal. These standards of scholarship and conduct apply to all UMA students—ground and online. The administration of the school reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for reasons that include, but are not limited to, the following:

- Breach of the school enrollment agreement
- Carrying a concealed or potentially dangerous weapon on school grounds
- Cheating
- Conduct that reflects unfavorably upon the school or its students
- Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general

- Disruptive classroom behavior
- Entering a ground campus or online classes while under the influence or effects of alcohol, drugs or narcotics of any kind
- Excessive absences or tardiness
- Failure to abide by the rules and regulations of any clinical site, where applicable
- Failure to conform to the rules and regulations of the school
- Failure to pay charges when due
- Falsifying school records
- Instigation, or participation in, rebellious activities against the school or its students
- Physical or verbal threats
- Harassing or unprofessional conduct directed at students, faculty or staff
- Plagiarism
- Profanity spoken on campus grounds or used in electronic communication with students, faculty or staff or profanity used or spoken in the UMA community through any written or oral communication.
- Putting patient safety in jeopardy through the exercise of poor judgment or an inability to function properly, where applicable
- Refusal to follow reasonable instruction from any member of faculty or staff
- Solicitation which reflects unfavorably upon the school or its students
- Theft
- Unauthorized use of recording devices in the classroom
- Unsatisfactory academic progress
- Vandalism of campus property, where applicable

A student dismissed for unsatisfactory conduct may be readmitted into a program only at the discretion of the Campus Director (ground campuses) or by Academics and UMA Cares (online).

CLASSROOM AND LABORATORY CONDUCT – GROUND CAMPUSES
Safety — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory.

- **Eating** — No food or beverage (except water) is allowed in classrooms or laboratories.
- **Breakage** — Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Students are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- **Homework** — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

In addition to these conduct expectations, students are also required to comply with the behavioral components of the following policies found in this catalog, which are incorporated and considered part of this Student Conduct policy: the Nondiscrimination Policy, the Sexual Harassment Prevention policy, the Drug and Alcohol Abuse Prevention Policy, the Withdrawal or Dismissal Procedure, Facility-Related Rules, the Scholastic Honesty policy, the UMA Cyberbullying Policy, the Anti-Hazing Policy, the Externship/Practicum/Clinical Courses policy, the Dress Code, the Telephone policy, and the Classroom/Laboratory/Externship/Clinical Etiquette for Electronic Devices policy.

SCHOLASTIC HONESTY
It is assumed that all students are enrolled in class to learn; cheating is not acceptable. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may be cause for suspension or dismissal. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own.

UMA CYBERBULLYING POLICY

It is the policy of Ultimate Medical Academy that all of its students, alumni, faculty and staff have an educational setting that is safe, secure, and free from harassment and bullying of any kind. UMA will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Participation in our communities and in the classroom is a privilege, not a right, and is reserved for members who conduct themselves in a professional and responsible manner. We want everyone to feel comfortable at UMA. If you are found violating this policy it may result in disciplinary action from UMA. If you have any questions about this policy, please email social@ultimatemedical.edu.

Bullying

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by via the internet, phone, mobile phone, text message, email, webpage, video, voicemail, audio transmission, instant message, photo, fax, written document, computer, tablet, smartphone, traditional phone or anything similar not listed above. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

ANTI-HAZING POLICY

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.

GENERAL STUDENT COMPLAINT PROCEDURE/GRIEVANCE POLICY

Ultimate Medical Academy encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. UMA is dedicated to assisting our students and offers all students access to our UMA Cares Student Advocate.   Students may use UMA Cares to voice their problems, concerns, frustrations or complaints via phone at 800-509-5474 or email at umacares@ultimatemedical.edu.

UMA utilizes the following grievance policy for all matters except discrimination. If a student feels discrimination has occurred, the student should refer to UMA's Discrimination Grievance Policy in this catalog.

In addition to UMA Cares, a student may present a grievance through the following complaint and dispute resolution procedures. The Institution will investigate all complaints or grievances fully and promptly. UMA strives to resolve issues as soon as possible. UMA provides an independent, unbiased representative to work with the student. Upon receipt of the complaint, the UMA Cares advocate acknowledges the student issue and the grievance process starts immediately. Retaliation against any student using the Grievance Resolution Process or UMA Cares is strictly prohibited.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Ultimate Medical Academy staff. Grievances may include misapplication of the Institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Ultimate Medical Academy employee.

For Federal military and Veterans Education Benefit recipients, please refer to the Military Complaint Process further within this section for additional options. Military personnel and Veterans may choose to contact UMA Cares or follow the UMA Grievance Resolution Process below.

If you wish to appeal your Satisfactory Academic Progress, please refer to the Satisfactory Academic Progress section contained within this catalog.

STEP 1
A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2
The student should next bring the grievance to the attention of UMA Cares.

STEP 3
Should the student's grievance not be resolved to the student's satisfaction after completing steps one and two, or if steps one and two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Campus Director (ground) or Vice Provost of Programs and Academic Affairs (online).

STEP 4
The determination of the Campus Director (ground) or Vice Provost of Programs and Academic Affairs (online) may be appealed in writing or by personal appearance in front of the Grievance Committee within 14 days of the decision by the Campus Director (ground) or Vice Provost of Programs and Academic Affairs (online).

To appear at the Grievance Committee, make an appointment through the Campus Director (ground) or Vice Provost of Programs and Academic Affairs (online). The Grievance Committee consists of the representation from the leadership team of the following UMA Departments: Education/Academics, Student Finance, Faculty, Student Services and Compliance.

The Grievance Committee will convene to review the grievance with the student and all other appropriate parties. The student has the option of representation at this hearing by a faculty member at the institution or an impartial student advocate. This advocate may serve as the student's advocate throughout the grievance process. Members of the grievance committee directly involved in the circumstances that gave rise to the grievance will be required to recuse themselves.

The Grievance Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the Institution. The determination will be documented within the student's complaint file and will include a description of the outcome, the resolution reached, or the next steps to be taken within two business days of the meeting. The Grievance Committee is the final level of institutional review.

STEP 5

Any remaining disputes or controversies between the student and UMA arising out of or relating to the student's recruitment, enrollment, attendance, education or Career Service's assistance by UMA shall be decided by binding arbitration between the parties. A student desiring to file a demand for arbitration should contact UMA Cares at 800-509-5474 or umacares@ultimatemedical.edu which will provide the student with a copy of the AAA Commercial Rules. The Student is permitted, but not required, to be represented by an attorney at his or her own expense at the Arbitration. When applicable, a student may seek to pursue their claim in small claims court instead of arbitration.

While UMA encourages students to work with us to resolve any issues, you may also file complaints with the relevant state agency. For state specific information, please visit the state listing located at ultimatemedical.edu/agencycontactinformationonline.pdf.

MARYLAND RESIDENTS

UMA is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

<div align="center">

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
410-528-8662
888-743-0823 (toll free)

</div>

NEW MEXICO RESIDENTS

The New Mexico Higher Education Department handles student complaints against licensed private postsecondary institutions by encouraging the parties involved in the complaint process to find a mutually acceptable resolution. Complaint forms and instructions are available at:

http://www.hed.state.nm.us/uploads/files/PPS/Overview/Complaint%20Form%20FY2014.doc.

For any questions, please contact:
The Private Proprietary Schools Division Staff at private.schools@state.nm.us or call (505) 476-8442 or 476-8416.

FEDERAL MILITARY AND VETERANS EDUCATIONAL BENEFIT RECIPIENTS COMPLAINT REGISTER

Ultimate Medical Academy encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. UMA Cares is an additional resource UMA provides to students. A UMA Cares Resolution Specialist is available for students to voice their problems, concerns, frustrations or complaints via phone at 1-800-509-5474 or email at umacares@ultimatemedical.edu. Additionally, UMA's Military Affairs and Government Education Office is a resource for active military, veterans and their families. You may contact the Director at militaryaffairs@ultimatemedical.edu. However, Federal military and Veterans Education Benefit recipients may choose to use the Postsecondary Educational Complaint System to register complaints that can be tracked and responded to by the Departments of Defense, Veterans Affairs, Justice, and Education, the Consumer Financial Protection Bureau, and other relevant agencies. You may file a complaint using the Department of Defense Postsecondary Educational Complaint System at afaems.langley.af.mil/pecs/DoDPECS.aspx

Further, if you are not using TA or MyCAA education benefits, you may submit your complaint to the appropriate agency:

- Montgomery or Post 9/11 GI Bill® - Department of Veterans Affairs (benefits.va.gov/gibill/feedback.asp)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at http://www.benefits.va.gov/gibill.

- Federal financial aid, for example Pell Grants and federal loans - Department of Education (Compliancecomplaints@ed.gov)
- Private student loans - Consumer Financial Protection Bureau (consumerfinance.gov/complaint)

STUDENT RECORDS

TRANSCRIPTS

UMA students and alumni wishing to obtain copies of their official transcripts are required to request them online at iwantmytranscript.com/ultimatemedical. Complete the registration and request via the "Request for Official Transcript" link.   There is a $3 charge for electronic copies of official transcripts and a $5 charge for mailed paper copies.

For unofficial transcripts, students may request either in person or in writing via mail or email to their location's Registrar's office.

Ultimate Medical Academy
1255 Cleveland Street
Clearwater, FL 33755
(727) 298-8685
registrarCLW@ultimatemedical.edu

Ultimate Medical Academy
9309 N. Florida Avenue
Suite 100
Tampa, FL 33612
(813) 386-6350
registrarTPA@ultimatemedical.edu

Ultimate Medical Academy Online
3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
(888) 205-2456
onlineregistrar@ultimatemedical.edu

Transcripts will only be released to a UMA student or graduate unless a surrogate (another designated person) is identified on a student's FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. Please allow ten calendar days for receipt. Students and/or graduates must be current on their financial obligations to UMA in order to receive official transcripts.

ACADEMIC HOLD

Student records may be placed on hold for any of the following reasons:

- An unpaid obligation to Ultimate Medical Academy
- Dismissal resulting from violation of Student Conduct
- Dismissal resulting from failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)

Until a hold is removed, individuals may not be allowed to:

- Attend class
- Register for class
- Restart school from an inactive status
- Obtain an official transcript or diploma

Appeals to this policy can be made to the Campus Director for ground campuses and the Vice Provost of Programs and Academic Affairs for online students in writing [except for failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)]. The Campus Director/Vice Provost of Programs and Academic Affairs students notifies students in writing regarding the results of an appeal.

EXTERNSHIP/PRACTICUM/CLINICAL COURSES (WHERE APPLICABLE)

Externship hours may be a part of a student's required coursework in their educational program at UMA. Students are not paid for the work performed during externship activity. All school rules apply to externship/clinical hours. Students participating in externship hours are reminded that they are acting as representatives of UMA and are expected to maintain professionalism at all times.

Externships are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night/weekend externships. Students are expected to complete externships within the grading period as outlined in the course description and requirements.

DRESS CODE – GROUND CAMPUSES AND/OR EXTERNSHIP COURSES ONLY

UMA promotes a professional atmosphere. Appropriate attire for students when attending class is clean and pressed scrubs in the color designated by their program of study. Lab coats are required for some programs when performing laboratory functions. Lab coats should be clean and pressed. Hair is to be a natural hair color with long hair secured. No head rags or caps/hats are permitted.   Jewelry should be kept to a minimum and in some clinical settings may be restricted. Tattoos should be covered and facial piercing removed. Perfume or cologne should not be used in order not to offend others who are allergic to scented products. Personal hygiene such as showering and hair grooming is a must. Externship/Clinical sites establish dress codes for their sites.

TELEPHONES (GROUND CAMPUSES)

School office telephones are not for student use. Use of cellular phones in classrooms is disruptive to instructors and fellow students and is not permitted. Family members, as allowed by a signed FERPA release form, may reach a student in the event of an emergency through the front desk. Students should inform family and friends of classroom hours and of school policy regarding phone calls. Cell phones are permissible on school grounds but must be turned off during classes.

CLASSROOM/LABORATORY/EXTERNSHIP/CLINICAL ETIQUETTE FOR ELECTRONIC DEVICES – WHEN APPLICABLE

Technology used in these settings should be used in a manner that will enhance the learning environment for all. Students wishing to use any form of electronic device while in these settings must receive prior permission from the instructor/site. Any device that has the ability to photograph, send and receive messages, or record (visually or audibly) may not be used at any time during an exam.

Any use of technology that detracts and/or disrupts the learning environment or promotes any form of academic dishonesty is strictly prohibited by UMA. Students who violate this policy will be subject to appropriate disciplinary action.

TEXTBOOKS

The UMA website includes a listing of required physical and electronic textbooks by course. The required textbooks list may be found at:

Ground: ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf

Online: ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf

Physical or electronic (online only) textbooks are provided to students prior to the start of each course. The textbook list outlines which programs of study use electronic textbooks. Some programs at UMA use only physical textbooks while others require a combination of both electronic and physical textbooks. Please refer to the textbook list for up-to-date information concerning which programs require the use of electronic textbooks.

For all of UMA's ground and online programs, the cost of textbooks, both electronic and physical, are included in the cost of tuition with the exception of active duty military students whose textbooks are no charge. All students have the option to opt out of receiving textbooks from UMA and may purchase textbooks on their own.   If a student chooses to opt out and purchase textbooks on his/her own, UMA will adjust the tuition for each course based on the UMA price for the textbook. To opt out from receiving textbooks, a request must be made to UMA's fulfillment department by emailing fulfillment@ultimatemedical.edu. Some courses require the use of custom textbooks only available directly through UMA. Students are not able to opt out of receiving custom textbooks.

Physical textbooks are mailed to online students if courses require a physical textbook. Ground students receive physical textbooks at their campus. Students have thirty calendar days from the shipping date to claim a missing physical textbook shipment by contacting their advisor. After thirty calendar days, students will be billed for a replacement shipment of physical textbooks.

TRANSPORTATION
UMA does not provide transportation for students. Students must arrange for transportation to and from the school. UMA ground campuses are conveniently located on main bus routes. Students are also responsible for providing their own transportation to and from externship/clinical sites.

HOUSING
UMA does not provide housing or dormitories for enrolled students. However, convenient housing for ground students is available at a large number of rental facilities in the local area.

STUDENT SERVICES
EDUCATIONAL RESOURCES
Each program maintains a selection of appropriate materials to support its curriculum which is available for students' use. Additionally, computers are available in various areas at ground campuses.

MILITARY SERVICES | 813-387-7595 militaryaffairs@ultimatemedical.edu
UMA's Department of Military and Veteran Affairs is available to assist all active duty service members, veterans, reservists, spouses and dependents.

ACADEMIC COACHING | 888-215-8215 coach@ultimatemedical.edu (Online)
The Academic Coaching Department provides support to all active students and recent UMA graduates to help each student understand his/her classwork, learn the course content, and achieve better grades. Academic Facilitators provide one-to-one and group coaching sessions within which they answer questions about the course content, how to complete assignments and discussions, how to use the classroom resources, and to help students prepare for tests.

LEARNER SERVICES | 888-216-0544 learnerservices@ultimatemedical.edu (Online)
The Learner Services department provides support for students throughout their time at UMA. New Student Advisors focus on helping students adjust to life as an online learner, to outline the great resources UMA offers, and to help each student be successful during the first 10 weeks of school. After the first 10 weeks, each student is assigned a Learner Services Advisor who remains at their service through graduation. Both New Student Advisors and Learner Services Advisors are available to answer any questions about grades, the online classroom, student expectations and more.

LIBRARIAN | 877-295-5078 askthelibrarian@ultimatemedical.edu
The UMA Librarian facilitates as a gateway to the virtual library and connects students to high quality resources available in UMA's Virtual Library. The UMA Virtual Library's core collection includes thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location.

As a shared service for all locations, UMA maintains a full-time Librarian who provides students, faculty, and staff with research assistance and instructions for navigating the virtual library's digital collection and manages the circulation of physical library resources at each ground campus. Hours are posted on ultimatemedical.edu/online-learning/library-resources. For questions, please contact the UMA Librarian at 877-295-5078 or askthelibrarian@ultimatemedical.edu.

UMA STUDENT GUIDANCE CENTER | 866-797-1622 ultimatemedical.edu/help
The UMA Student Guidance Center is confidential and provides assistance 24/7 with everyday challenges at no charge for students and their dependents. The UMA Student Guidance Center offers confidential assessment and referral, work-life solutions, financial information and resources, guidance resources online, and legal support and resources. Students can learn more about the UMA Student Guidance Center by visiting ultimatemedical.edu/help.

STUDENT SUCCESS CENTER | 813-387-6753 studentsuccess@ultimatemedical.edu (Online)
The Student Success Center provides a multitude of resources and information designed to assist students throughout their learning experience. Resource topics include technical support, academic coaching, financial aid, learner services and career preparation. On-demand webinars, academic coaching sessions and information regarding how to access other valuable UMA resources are all found on the Student Success Center.

CAREER SERVICES ASSISTANCE | 888-216-0535 (Online) onlineplacementassistance@ultimatemedical.edu
800-477-9915 (Clearwater) Clearwatercareerservices@ultimatemedical.edu
800-477-9915 (Tampa) Tampacareerservices@ultimatemedical.edu
UMA has an active Career Services department that assists graduates in locating entry-level career opportunities related to their field of study. Career Services Advisors work directly with local businesses, industry leaders, and advisory board members to assist students with conducting a professional job search. UMA does not, in any way, guarantee employment. It is the goal of the Career Services office to help all graduates realize their personal and professional development goals and assist them in seeking employment.

Career Services Advisors provide job search assistance for all UMA graduates. Career Services Advisors focus on assisting students with resume reviews, job search strategy, job opportunities, the application process, interview preparation, reference building and overall support in their employment pursuits.

Graduates will also have the opportunity to partner with our Corporate Alliance Department, who leverages UMA's relationships with national employers to fill their allied healthcare needs.

CERTIFICATION SERVICES | 888-208-1849 (Online) certificationservices@ultimatemedical.edu
800-477-9915 (Clearwater) Clearwatercareerservices@ultimatemedical.edu
800-477-9915 (Tampa) Tampacareerservices@ultimatemedical.edu
The Certification Services team is available to support graduates in preparation for certification exams as they relate to the graduate's program of study.

ACADEMIC STANDARDS

DEFINITIONS

Clock Hour: A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

Semester Credit Hour: Academic credit is calculated on a semester credit hour basis. A semester credit is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, externships, practicum, and other academic work leading to the award of credit hours.

Credit Hour Conversion: Minimum in-class equivalent work is calculated under the following formula for each semester credit:

15 classroom lecture hours	= 1 semester credit hour
30 laboratory hours	= 1 semester credit hour
45 externship/clinical/practicum hours	= 1 semester credit hour

Fractions of credits (other than one-half) are rounded down to the next lowest half-or whole-number.

UMA also expects each student to do outside work each week to support his/her classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned and documented on course syllabi. The combination of in-class and out-of-class work for each UMA semester credit represents a minimum of 45 total hours or its recognized equivalent.

Instructional Time: Instructional time represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship time for purposes of instructional time assumes 30 hours of externship work per week. Instructional time does not include scheduled breaks of more than 5 consecutive days.

Normal Time: As instructional time does not include scheduled breaks or make-up work, normal time does represent a more accurate program completion timeframe for most UMA students. Due to varying start dates and scheduled breaks within the year, UMA estimates the maximum normal time based on the calendar year between a program start date and a student's completion of program requirements. Actual completion time may vary from normal time if a student takes any leaves of absence, receives transfer credit from previous institutions and/or repeats coursework.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. Schools are required to measure SAP at the end of each evaluation point (semester). SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

In order for a student to meet SAP standards at the first evaluation point, he/she must earn a Cumulative Grade Point Average (CGPA) of 1.5 and demonstrate a minimum Pace of Progress (POP) of 62%. To meet SAP standards beyond the first evaluation point, a student must earn a CGPA of 2.0 and demonstrate a minimum Pace of Progress of 67% (normal rounding rules apply, 66.66% rounded to 67%) In addition to these SAP standards, students must

demonstrate the ability to complete their program within the Maximum Time Frame (MTF – not to exceed 150% of the semester credits for their published program) allowed. Students enrolled in an associate degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester).

UMA defines specific evaluation points in which SAP is evaluated. For online students enrolled in a standard term program, the evaluation point is every semester which is 15 weeks. For online non-term programs, the evaluation points occur after the completion of three modules. For ground students enrolled in an associate degree program, evaluation points are every semester which is 15 weeks. For ground students enrolled in the Medical Billing and Coding Diploma program, the evaluation point is every semester which is 18 weeks. For ground students enrolled in a diploma program, the evaluation point is generally every 18 weeks (non-term programs' evaluation occurs after three completed modules) except for the Dental Assistant with Expanded Functions Diploma program where the first evaluation point is 20 weeks (evaluation occurs after four completed modules) with subsequent evaluation points every 15 weeks (three completed modules). In addition, all associate degree program students, regardless of ground or online, will be evaluated at the end of the second academic year (end of the 4th semester).

Satisfactory Academic Progress Benchmarks			
Number of Program Weeks Attempted	Minimum CGPA	Pace of Progress**	SAP Not Met Action
First Semester which equals 15, 18 or 20 Week Evaluation Point for term programs (dependent on program) First three modules (generally 15 or 18 weeks) for non-term programs	1.5	62%	FA/AD Warning
Second and Subsequent semesters (15 or 18 Week Evaluation Points) in term programs (dependent on program and except for associate degree program students at the end of the second academic year and beyond*) Every third completed module for non-term programs	2	67% (Rounding applies 66.66% rounds to 67%)	FA/AD Warning if student was meeting SAP during the prior Evaluation Point, if not, see Failure to Meet Satisfactory Academic Progress – SAP Suspension.
Maximum Time Frame Not Met			
Maximum Time Frame Not Met	n/a	Greater than 150% of program; or determined that student will not complete within 150%	Dismissal (eligible to appeal)

*All students enrolled in associate degree programs are evaluated at the end of the second academic year and must maintain a 2.0 CGPA or they will be suspended from receiving federal student aid until a 2.0 is regained at the next evaluation point.
**Calculated by dividing the total number of credit hours the student successfully completed by the total   number of credit hours the student attempted.

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

The following chart identifies each of the grades utilized by UMA. The chart provides a summary of the overall grade percentage which constitutes each letter grade and the quality points associated with each grade. The chart also provides clarification of which grades are included in credits earned, credits attempted, the CGPA calculation, the POP calculation and the MTF calculation.

Letter Grade	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA*	Included in POP	Included in MTF
A	Outstanding	4	Yes	Yes	Yes	Yes	Yes
B	Above Average	3	Yes	Yes	Yes	Yes	Yes
C	Average	2	Yes	Yes	Yes	Yes	Yes
D	Below Average	1	Yes	Yes	Yes	Yes	Yes
F	Failure	0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Ground)	-	No	No	No	No	No
TC	Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
WD	Withdrawn from Course	-	No	No	No	No	No
WW	Withdrawn from Course without Penalty	-	No	No	No	No	No
♦	Associated Courses are calculated based on the original grade earned	-	Yes (if passed) No (if failed)	Based on original grade earned	Based on original grade earned	Based on original grade earned	Based on original grade earned
**	Retaken/Repeated Course[1]	-	Yes (if passed) No (if failed)	Yes	No (Once the ** is assigned, that course is no longer included in the CGPA calculation.)	Yes	Yes

*CGPA is calculated by dividing the student's total Quality Points earned by the total Semester Credits attempted.

Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning

A school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or POP SAP standards, the student is placed on Financial Aid/Academic Warning (FA/AD Warning) for the next evaluation period. The school allows Federal Student Aid eligibility for one payment period without an appeal. The student remains eligible to receive Federal Student Aid funding during this evaluation period. No SAP Appeal is required. The FA/AD Warning status is not applicable to degree program students failing to meet 2.0 CGPA following the end of the second academic year. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

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[1]No course may be retaken or repeated more than twice and only as scheduling permits. Please see the Retaken/Repeated Courses section in the catalog.

Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days, from date of notification of being placed on SAP Suspension to appeal. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. Students who do not appeal or whose appeal is denied will be dismissed from UMA. Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and will agree to an academic plan. Students in the FA/AD Probation status are eligible to remain in school and receive Federal Student Aid for one additional evaluation period (semester), or the duration of the Academic Plan (which cannot exceed two semesters - 30 weeks online and 30 or 36 weeks for ground depending on the program). Students on an academic plan will be evaluated each semester. Progress of students, who are identified as needing additional time for the length of their appeal, will be evaluated at the end of each grading period. Students with a two semester academic plan must be making progress towards the plan at the first scheduled SAP evaluation point included in the plan. Students who are progressing towards the requirements in the academic plan will be moved to a "SAP Meeting Plan" status and will remain eligible for federal student aid. If the student is not meeting the SAP plan, the student will remain ineligible for federal student aid until the student meets the required academic plan and meets SAP at the next evaluation point. At the end of the additional evaluation period, UMA will recalculate the student's SAP to determine continued Federal Student Aid eligibility. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

If the student's SAP appeal is denied, the student will be dismissed. Upon dismissal, a student will be unregistered from all enrolled courses, and the student will not be charged for the unregistered courses.

Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)

When UMA determines that students cannot complete their program within Maximum Time Frame (MTF), the students will be dismissed. Students who are active and completers (See definition of completer under the Graduation Requirements section.) who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who will violate MTF prior to obtaining the required CGPA for graduation also will be dismissed. Students who are dismissed and want to return to the same program are advised they will not regain eligibility for Federal Student Aid assistance. Students who appeal to return to the same program and the appeal is approved will be placed in FA Suspension status. Therefore, these students will become cash-paying students and not eligible for Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement

Students enrolled in an associate degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester). Students who do not meet the 2.0 CGPA at the end of the second academic year are placed in a Suspension AY2 status and must file an appeal to remain in school. If the appeal is approved, the student will remain in the Suspension AY2 status and be ineligible for federal student aid until the student's CGPA is 2.0 or above at an evaluation point. If a student fails to submit a written appeal within five calendar days of notification or if the appeal is denied, the student is dismissed. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

MAXIMUM TIME FRAME (MTF)

The maximum number of credit hours a student is allowed to attempt to successfully complete a program (MTF) is defined as 1.5 times the number of credit hours required for the program. Transfer credits are treated as attempted and completed in the calculation.

Maximum Time Frame

Diploma Programs	Credit Hours Required	Maximum Credit Hours Attempted
Basic X-Ray Technician with Medical Office Procedures	41.5 Credits	62.25 Credits
Dental Assistant with Expanded Functions	26.0 Credits	39.00 Credits
Healthcare Technology & Systems	37.0 Credits	55.50 Credits
Medical Administrative Assistant	36.0 Credits	54.00 Credits
Medical Assistant	42.5 Credits	63.75 Credits
Medical Billing and Coding	39.0 Credits	58.50 Credits
Medical Office and Billing Specialist	38.0 Credits	57.00 Credits
Medical/Clinical Laboratory Assistant	31.5 Credits	47.25 Credits
Nursing Assistant	6.0 Credits	9.00 Credits
Patient Care Technician	31.5 Credits	47.25 Credits
Pharmacy Technician	37.5 Credits	56.25 Credits
Phlebotomy Technician	8.0 Credits	12.00 Credits
Associate Degree Programs	**Credit Hours Required**	**Maximum Credit Hours Attempted**
Health and Human Services	64.0 Credits	96.00 Credits
Health Information Technology	63.5 Credits 66.5 Credits (Arkansas)	95.25 Credits 99.75 Credits (Arkansas)
Healthcare Management	66.0 Credits 69.0 Credits (Arkansas)	99.00 Credits 103.50 Credits (Arkansas)
Medical Billing and Coding	63.0 Credits 66.0 Credits (Arkansas)	94.50 Credits 99.00 Credits (Arkansas)
Nursing	75.0 Credits	112.50 Credits
Health Sciences – Associate Degree Program Concentrations	**Credit Hours Required**	**Maximum Credit Hours Attempted**
Basic X-Ray with Medical Office Procedures	62.5 Credits	93.75 Credits
Dental Assistant with Expanded Functions	62.0 Credits	93.00 Credits
Healthcare Technology & Systems	61.0 Credits	91.50 Credits
Medical Administrative Assistant	60.0 Credits	90.00 Credits
Medical Assistant	60.5 Credits	90.75 Credits
Medical Office and Billing Specialist	62.0 Credits	93.00 Credits
Medical/Clinical Laboratory Assistant	61.5 Credits	92.25 Credits
Patient Care Technician	61.5 Credits	92.25 Credits
Pharmacy Technician	61.5 Credits	92.25 Credits

SAP Appeal Procedures – Notifications

No later than ten calendar days from the end of the evaluation point, UMA performs SAP calculations and notifies students in writing who did not meet SAP standards. Additionally, each student who does not meet SAP standards receives written notification of the results of their SAP evaluation, SAP status and SAP appeal decision including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- SAP Meeting Plan
- FA Suspension
- Suspension AY 2
- Dismissal from a program for failure to meet SAP requirements
- Approval or denial of SAP appeal
- Return to SAP Met status

SAP Appeal Procedures

All SAP appeals must be documented. Students must complete the SAP appeal form within five calendar days of notification. If a student fails to submit a written appeal within five calendar days, the student is dismissed from UMA. SAP appeals must include the circumstances that interfered with the student's academic success and how the circumstances have changed to allow the student to now meet SAP standards.

Acceptable circumstances for a SAP appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Ultimate Medical Academy

UMA considers a student's written appeal, CGPA, POP and attendance records as well as instructor input when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Student Affairs Administrator (online) or Director of Education/Program Director (ground) regarding whether to grant a SAP appeal and allow the student to remain enrolled at UMA. A student whose SAP appeal is denied is informed within five calendar days of the appeal decision, SAP status and their dismissal from UMA. The reason for appeal denial is documented in the student's academic record within two business days.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously-failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and required to sign their Academic Plan within three calendar days of receipt. Students who violate the conditions of their Academic Plan are dismissed.

The appeal decision is final.

SAP Appeal Procedures – SAP Suspension

Within five calendar days of the date of the UMA written notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Director of Education/Program Director (ground) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within five calendar days of being notified of placement on SAP Suspension or the appeal is denied, the student is dismissed.

SAP Appeal Procedures – Academic Year Two CGPA Requirement

Within five calendar days of the date of the UMA written notification to the student regarding failure to maintain a CGPA of 2.0, the student may submit a written appeal and supporting documents to the Director of Education/Program Director (ground) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within five calendar days of notification, the student is dismissed. If the appeal is approved, the student's school status is changed to Suspension AY 2, and the student is ineligible for Federal Student Aid until a CGPA of 2.0 is met at the next evaluation point.

SAP Appeal Procedures – Dismissals

Students interested in enrolling in a new program after dismissal from their most recent program or students selecting to reenroll into a program from which they have been previously dismissed must contact a Reentry Advisor (online) or Reentry Coordinator (ground) to determine the student's eligibility and requirements to reenter. Requirements to reenter may require a SAP or reentry appeal.

OTHER FACTORS THAT MAY AFFECT SAP

- In addition to the final letter grades issued by UMA, there are additional factors which also affect a student's SAP: incomplete grades, withdrawing from a course, non-punitive grades, withdrawal from a course or the

school, associated courses and transfer credits, program transfers, and students seeking an additional credential.

- Withdrawing from a course, failing a course, retaking or repeating a course, may directly affect a student's SAP calculation that includes CGPA, Pace of Progress and Maximum Time Frame. Each qualitative and quantitative measure for these circumstances are outlined in the "Grade Identification and Related Impact on SAP Elements" chart and is defined in the Grading Systems section of the catalog in the Additional Grading Definitions and Impact on SAP section.

- Please also refer to the Retaken/Repeated Courses Section of the catalog for additional information regarding the impact on a student's Satisfactory Academic Program.

- When a student elects to change programs or earn an additional credential, all shared courses and their grades will be associated to the new program. Shared courses with the grades of A, B, C, D, or F count toward CGPA, credits attempted and credits earned (except F grades).

- Withdrawing or failing a required course necessitates a student to retake the course. The SAP calculation will reflect the original and subsequent course which can lower the Pace of Progress and lengthen the student's time in the program.

- UMA students who complete their academic program requirements and do not have the required 2.0 CGPA to graduate from the program are allowed to repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds and will not be charged for tuition.

- Completer students (See definition of completer under the Graduation Requirements section.), in an extended enrollment status, who exceed Maximum Time Frame will be dismissed. These students are eligible to appeal. Please refer to the "Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)" and "SAP Appeal Procedures" in the catalog. Completer students with approved appeals will return to UMA in an extended enrollment status, will not be charged for courses, and are not eligible to receive federal student aid funds.

GRADING SYSTEMS

Academic Year: UMA's standard Academic Year is defined as the length of time that a student takes to complete a minimum of 30 weeks of coursework and a minimum of 24 semester credits.

Cumulative Grade Point Average (CGPA): A calculation of student grades for all courses completed. Please see the formula below:

$$CGPA = \frac{\text{Total Quality Points Earned}}{\text{Total Credits Attempted}}$$

Grade Point Average (GPA): The course grade earned by a student determined by dividing the total number of quality points earned by the total number of credits attempted. Only grades of A, B, C, D, and F are used to calculate the GPA.

Grading Period: The grading period for all programs is the length of a term/module.

Payment Period: A Payment Period is defined as 15 weeks, 18 or 20 weeks depending upon program.

Quality Points: Quality Points are determined by assigning a numerical value for the letter grade earned in a course, multiplied by the credit hours associated with that course. For example, if an A is earned in a 3-credit course, 12 Quality Points will be earned for that course (4 x 3 = 12).

Course Quality Points Chart

Letter Grade	Quality Points	1 credit	2 credits	3 credits	4 credits	5 credits	6 credits	8 credits
A	4	4	8	12	16	20	24	32
B	3	3	6	9	12	15	18	24
C	2	2	4	6	8	10	12	16
D	1	1	2	3	4	5	6	8
F	0	0	0	0	0	0	0	0

ADDITIONAL GRADING DEFINITIONS AND IMPACT ON SATISFACTORY ACADEMIC PROGRESS

A, B, C, D, and F: Grades assigned to current students who complete the course. Letter grades are included in the GPA, CGPA, Pace of Progress, and Maximum Time Frame calculations for Satisfactory Academic Progress. For additional information, please refer to the Satisfactory Academic Progress policy in this catalog.

EE = Externship Extension: This grade is assigned when a student fails to complete all of the necessary externship hours required by their program within a scheduled grading period. This grade does not affect satisfactory academic progress. EE cannot be used for students in HT 2500.

I = Incomplete (Ground): This grade does not affect a student's satisfactory academic progress. Unless otherwise specified by the Director of Education or Program Director, students have seven (7) calendar days from the last scheduled day of a course to complete all course requirements. If students do not complete the required course work, assignments and tests by the seventh (7th) calendar day from the last scheduled day of a course, they receive a grade of zero ("0") for the incomplete work. The zero ("0") grade is included in the calculation with all other grades earned in the course to determine a final grade for the course according to the course grading rubric.

TC = Transfer Credit: Students transferring from another institution, or students who transfer to a different program, program version, or UMA location, may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and included as credits attempted and credits earned, Maximum Time Frame and Pace of Progress when calculating SAP. External transferred courses must have a final grade of "C" or higher. Internal transferred courses must have a passing grade as defined by the academic program.

W = Withdraw: This grade is assigned when a student is withdrawn from a course. In each instance, the original course and any attempts to repeat/retake a course will be included as credits attempted in the Maximum Time Frame and Pace of Progress calculations. For students who received a "W" grade in a clinical/externship/practicum course, the activity may be reviewed, and upon approval, the hours may be transferred and credited towards the total clinical/externship/practicum hours required for the course. Students who have received a site dismissal for conduct, policy violations or other negative student actions will be not allowed to transfer any completed hours into the new course.

WD = Withdrawn from Course: A grade of "WD" indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact CGPA, Pace of Progress, or Maximum Time Frame calculations nor does it count towards credits attempted.

WW = Withdrawn from Course Without Penalty: This grade indicates a course that has been scheduled, and the student was administratively removed from the course, prior to completion of the course, for reasons other than attendance and academic policy violations and did not receive a grade. This grade does not impact the cumulative

grade point average, pace of progress, or maximum time frame nor does it count towards credits attempted. Issuance of this grade may require Compliance Department approval.

♦ = **Associated Course:** An Associated Course is a shared course that is moved from one program to another and occurs when a program version changes or when a student transfers between UMA programs which share courses. The diamond for an Associated Course represents a prior course with an associated grade that is factored into Satisfactory Academic Progress in the current program. Associated Courses count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade Identification and Related Impact on SAP Elements chart.

GRADING SCALES

Students are assessed and must pass examinations and skills demonstrations (i.e. practical demonstration, practice assignments, formative assessments, etc.) for every course attempted & completed. An 'attempt' occurs when a student attends class with the intention of earning credit towards the completion of the course. Grades are assigned for course attempts and completions. Non-passing grades result in course repeats.

A grade of 'D' or higher is required for successful course completion in the programs listed in the scale below:

Grading Scale for ALL Online Programs, Ground Medical Billing and Coding Diploma, Pharmacy Technician Diploma, and General Education and Elective Courses in Associate Degree Programs Except Nursing Program

Grade	Range	Definitions	Quality Points
A	89.5 – 100.0	Outstanding	4
B	79.5 – 89.49	Above Average	3
C	69.5 – 79.49	Average	2
D	59.5 – 69.49	Below Average	1
F	< 59.5	Failure	0
EE	N/A	Externship Extension	N/A
I	N/A	Incomplete (Ground)	N/A
TC	N/A	Transfer Credit	N/A
W	N/A	Withdraw	N/A
WD	N/A	Withdrawn from Course	N/A
WW	N/A	Withdrawn from Course Without Penalty	N/A

A grade of 'C' or higher is required for successful course completion in the programs listed in the scale below:

Grading Scale for Ground Diploma Programs (Except Medical Billing and Coding and Pharmacy Technician Diploma Programs) and Nursing Program

Grade	Nursing Core Courses Range	All Other Courses Range	Definitions	Quality Points
A	92.0 – 100.0	89.5 – 100.0	Outstanding	4
B	84.0 – 91.99	79.5 – 89.49	Above Average	3
C	75.0 – 83.99	69.5 – 79.49	Average	2
F	< 75.0	< 69.5	Failure	0
EE	N/A	N/A	Externship Extension	N/A
I	N/A	N/A	Incomplete	N/A
TC	N/A	N/A	Transfer Credit	N/A
W	N/A	N/A	Withdraw	N/A
WD	N/A	N/A	Withdrawn from Course	N/A
WW	N/A	N/A	Withdrawn from Course Without Penalty	N/A

ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS

(For additional information, please refer to Credit for Previous Education in the Admissions section.)

Students who transfer programs within UMA, students who transfer from one UMA location to another UMA location, or prior students who re-enter into UMA may be eligible to receive transfer credit for courses previously completed at UMA. The UMA Registrar's Office may perform a transfer credit evaluation and apply any eligible internal transfer courses and their grades to the new program. Please refer to the Grading Systems section of this catalog as some UMA programs require the minimum of a "C" as a passing grade.

For students who have successfully completed an eligible UMA diploma program and are entering into a corresponding associate degree program, all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program.

When courses in one UMA program and their grades are accepted for transfer into another UMA program, the transferred credits and grades count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade Identification and Related Impact on SAP Elements chart in the Satisfactory Academic Progress section of this catalog.

RETAKEN/REPEATED COURSES

1. No course may be retaken or repeated more than twice and only as scheduling permits. Students who fail the same course three times are dismissed. Students cannot transfer to another program that contains the same required course. Grades of "EE," "W," "WD" and "WW" do not count in the repeated course limitation.
    a. Repeated course is defined as a course previously passed by the student; however, the student is electing to take the course again in an effort to increase their CGPA. The highest grade received in the repeated course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
    b. Retaken course is defined as a course previously failed by the student. The student must successfully complete any previously failed courses within the program. The highest grade received in the retaken course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
2. All attempts where the course was passed count in the Maximum Time Frame and Pace of Progress calculations as attempted and earned credits.
3. All attempts where the course was failed count in the Maximum Time Frame and Pace of Progress calculation as attempted but not earned credits.
4. If a student fails to earn a passing grade in a required course, he/she must repeat that course.
5. Failing and subsequently repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. All course attempts count toward the Maximum Time Frame and Pace of Progress.

FINAL GRADES

All assignments, assessments and discussion board postings (collectively "Assignments") should be submitted for grading by the last scheduled day of a course. UMA instructors grade submitted Assignments and apply the points earned from the graded Assignments to calculate the final course grade for each student.

Online instructors post final grades within the UMA Learning Management System on the third calendar day after the last scheduled day of a course. Externship course final course grades are posted within 14 calendar days of the last date of attendance. UMA's Student Information System consumes online final grades within 24 hours of final grades being posted in UMA's Learning Management System.

Ground instructors post final grades within the UMA Faculty Portal within five (5) calendar days from the last scheduled day of a course. UMA's Student Information System consumes ground final grades within 24 hours of final grades being posted in UMA's Faculty Portal.

STUDENT NOTIFICATION OF FINAL GRADES
UMA generates report cards with final grade(s) for all active students within seven (7) calendar days of the regular course end date. For externships students, report cards are generated within seven (7) calendar days of the posting

of final externship grades. In the event that a final grade is changed, UMA generates an updated report card within seven (7) calendar days of the final grade(s) being updated.

In compliance with FERPA regulations, UMA (ground and online) refrains from the public posting or distribution of grades either by the student name or student number.

FINAL GRADING PERIOD – Online Students
A two-day final grading period occurs immediately following the last scheduled day of a course. During the two-day final grading period, online students may submit outstanding assignments. Assignments submitted during the two-day final grading period may be graded at the instructor's discretion. Online instructors are required to submit all final grades on the third calendar day after the last scheduled day of a course.

Students who do not successfully complete all work in the established time period earn zero ("0") points for each missing Assignment not completed and a calculated final grade which incorporates zero ("0") points for each missing Assignment. Failure to submit missing or incomplete assignments during the final grading period does not constitute a reason to dispute a final grade.

INCOMPLETE GRADES – Ground Students
Any student who wishes to request an incomplete grade is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments by the last date of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete ("I") grade which is converted to a final grade at the end of the approved extension.

An extension for incomplete work will not exceed seven (7) calendar days from the last scheduled day of the course, excluding any scheduled breaks. Students with missing work at the end of the approved extension time period earn zero ("0") points for each missing Assignment and a calculated final grade which incorporates zero ("0") points for each missing Assignment. Students with an incomplete grade in a course are permitted to attend regularly scheduled classes.

FINAL GRADE DISPUTES – All Students
Students who wish to dispute a final grade in a course must contact the Director of Education or designee (ground) or raise a Final Grade Dispute Flag in Starfish (online) within 10 calendar days of the regular course end date explaining the reason for the final grade dispute.

Final grade disputes must include the circumstances that led to the dispute. Acceptable circumstances for a final grade dispute are:

1. Coursework submitted during the regularly scheduled or final grading period but not graded
2. Coursework completed during the regularly scheduled or final grading period but the student was unable to submit as a result of premature course access closure (online only)
3. Errors with recording grades, e.g. transposition, miscalculation, or computational
4. Incorrect scoring by the instructor or as the result of a technical or electronic grading issue
5. Extenuating circumstances as determined by Ultimate Medical Academy

The Director of Education or designee (ground)/Vice Provost of Programs and Academic Affairs or designee (online) reviews final grade disputes which meet the criteria outlined above. In the event that the final grade dispute allows for the submission of additional coursework, the student must submit the coursework within two (2) calendar days of notification (online)/two (2) business days of notification (ground). Instructors and staff document any changes to final grades. UMA notifies students of the results of the final grade dispute within 10 business days.

LATE ASSIGNMENTS

Assignments typically must be completed on a daily basis (ground students) or weekly basis (online students) during a regularly scheduled course. If a student fails to complete an assignment by its due date, the student may submit the assignment late, with the instructor's permission, provided that it is before the last day of the course.

For online students, an instructor may penalize a student up to ten percent or one letter grade for late coursework absent a justifiable reason or reasons provided by the student for the late coursework. If an assignment is submitted after the last day of the course, the final grading policy applies.

For ground students, the instructor will deduct one letter grade from late assignments each scheduled class meeting an assignment is late. If the assignment is submitted after the last day of the course, the final grading policy applies. Any exceptions to the late assignment for ground students must be authorized in writing by the Program Director or the Director of Education.

HONORS AND AWARDS

Students qualify for UMA's quarterly Honor Roll if their grades achieved during that quarter result in a GPA of 3.50 – 3.99. A GPA of 4.0 for any quarter qualifies the student for the Dean's List. Students should contact the Vice Provost of Programs and Academic Affairs (online) or Director of Education (ground) for information on any additional honors and awards that may be offered by their location.

TRANSFER OF COURSEWORK

No representation is made whatsoever concerning the transferability of credits earned at UMA to any other institution. A receiving institution controls acceptance of credits, and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether or not another institution accepts UMA credits.

REQUIREMENTS FOR RELEASE TO EXTERNSHIP

Students must have a CGPA of at least 2.0 before being released to externship and must have passed all required courses as indicated in the course description/syllabi.

A student who has completed all coursework but has a CGPA below a 2.0 must meet with his/her Program Director to determine what courses he/she will repeat in an effort to raise his/her CGPA above a 2.0. If a student is unsuccessful in raising his/her CGPA after attempting two courses, the student is dismissed from his/her program.

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to graduate:

- Successfully complete all required courses and required externship/clinical/practicum hours (if applicable)
- Earn a minimum CGPA of 2.0 in their program of study
- Satisfy all attendance requirements of the institution

Students who complete their educational program requirements and do not meet the minimum CGPA to graduate are considered a "completer." Completer students may be eligible to retake classes, at no charge and without federal student aid, in an attempt to increase their CGPA to meet the minimum 2.0 graduation requirement. Any completer student electing to return must meet with a re-entry advisor to discuss appeal requirements.

ATTENDANCE

For the Veterans' Attendance Policy, please refer to the section below titled "Veterans' Attendance Policy for Continued Eligibility."

For all UMA campuses, a "class day" as defined by UMA is a day on which classes are held at UMA's main campus (Clearwater), typically Monday-Thursday of weeks during which classes are in session. A "calendar day" is any day of the week, including weekends.

GROUND

Regular attendance is expected to allow students to develop the skills and attitudes required in the workplace. Due to much of the training being "hands-on," attendance is critical to master skill sets necessary for employment.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn. Students withdrawn from school because of non-attendance may be readmitted only at the discretion of the Director of Education or appropriate school official and no sooner than the next scheduled course start date.

Tardiness is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early or absences in any course may lead to disciplinary action up to and including dismissal from that course.

Some programs or some courses have specific attendance requirements. These requirements are found on the course syllabi. All clinical/externship hours must be completed.

ONLINE

Regular attendance is expected in order for students to develop the skills and attitudes required in the workplace. Attendance for online students is based on a student's completion of academically related activities such as discussion boards, submission of assignments and taking tests.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school. Students withdrawn from school because of non-attendance may be readmitted through the established reentry process but no sooner than the next scheduled course start date.

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

GROUND

Regular attendance is expected in order for students to develop the skills and attitudes required in the workplace. Due to much of the education at UMA's ground campuses being "hands-on," attendance is critical to master skill sets necessary for employment.

If a ground veteran student misses in excess of 20% of scheduled hours in a course, the student is placed on attendance violation for his/her next scheduled course. If a ground veteran student exceeds 20% of scheduled hours during his/her attendance violation period, the student is dismissed from UMA.

Ground students receiving VA educational funding must demonstrate consistent classroom attendance. Ground students who miss more than five scheduled class days within a grading period* are placed on VA eligibility probation for the following grading period.

If at the end of the following grading period, a student has again missed more than five scheduled class days, the student's Veterans Benefits are cancelled through notification to the Veterans Administration. If a student maintains satisfactory attendance during the VA eligibility probation period, the student is removed from VA eligibility probation.

To regain eligibility for VA benefits, a ground campus student must complete a subsequent grading period with no more than five absences. Once the student completes a subsequent grading period with no more than five absences, that student may be recertified for the next grading period.

*A grading period for ground students is defined as a six-week time period within an 18-week semester in which a student completes a UMA course. (General education courses are 5 week courses in a 15-week semester.)

ONLINE

Regular attendance is expected in order for students to develop the skills and attitudes required in the workplace. In the online environment, attendance is based on completion of academically-related activities such as discussion boards, chats, submission of assignments and taking tests.

Online students receiving VA educational funding must participate in class activities on at least a weekly basis. Participation includes submitting class work, participating in online class discussions or taking an online test/quiz/exam.

- A student who does not participate in any of the online events as stated above for any week during a 5-week enrollment period is placed on attendance probation for the remainder of the enrollment period.
- A student who is on attendance probation who does not participate in any of the online events as stated above for any other week during that enrollment period will be terminated for VA education benefits for unsatisfactory participation effective the last date the student participated in class activities as defined above.

Any VA student whose VA education benefits have been terminated for unsatisfactory participation may be certified again for VA education benefits the next enrollment period on a probationary status. Should that student not participate in any of the online events as stated above for any week during that enrollment period, that student will again be terminated for VA education benefits for unsatisfactory participation effective the date the student last participated in a class activity as defined above. That student then must satisfactorily participate for the next enrollment period (in which that student enrolls) without VA education benefits. Should that student successfully participate, then (s)he may again be certified for VA education benefits for the next enrollment period.

DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS

STUDENTS ENROLLED IN NON-TERM PROGRAMS

UMA does not offer a drop/add period for students enrolled in non-term programs. UMA's non-term students are scheduled appropriately each payment period based on the program of study. UMA's non-term programs require students to complete specific courses prior to beginning subsequent courses (defined as general course progression or prerequisites). Students who begin subsequent courses prior to receiving a final passing grade in the most recently completed course are subject to a UMA schedule change.

Students who do not receive a final passing grade in a course prior to progressing to the next course will be removed and unscheduled from the current course. Students who have attendance in the subsequent course will receive a WW grade (as outlined in the grading policy) for the current course which does not negatively impact the student's cumulative grade point average, pace of progress, credits attempted or maximum time frame. UMA will reschedule the student into the failed course or a different eligible course which begins within seven (7) calendar days of the class start date. If the failed course is not available, UMA will work with the student to process an alternative solution such as an alternative course, Leave of Absence (prerequisites only), or Written Confirmation of Future Attendance until the course is available.

STUDENTS ENROLLED IN STANDARD TERM PROGRAMS

UMA does not provide a standard drop/add period for enrolled students in its standard term based programs. UMA's educational programs recommend students to complete courses in a specific order (defined as general course progression or prerequisites). UMA's curriculum continues to build on knowledge gained from course to course.

UMA does allow for course load changes within the first seven (7) calendar days with the exception of the Associate of Science in Nursing program of each module. Please refer to the Course Load Change Policy.

Students enrolled in our term based diploma programs who do not receive a final passing grade in a course prior to progressing to the next course will be removed and unscheduled from the current course. Students who have attendance in the subsequent course will receive a WW grade (as outlined in the grading policy) for the current course which does not negatively impact the student's cumulative grade point average, pace of progress, credits attempted

or maximum time frame. UMA will reschedule the student into the failed course or a different eligible course which begins within seven (7) calendar days of the class start date. If the failed course is not available, UMA will work with the student to process an alternative solution such as an alternative course, Leave of Absence (prerequisites only), or Written Confirmation of Future Attendance until the course is available.

Students enrolled in our term based degree programs who do not receive a final passing grade in a course prior to progressing to the next course will be evaluated by the Registrar's office to determine if a change in schedule is needed. The Registrar will determine if it is recommended or required that the student complete the failed course prior to progressing. This determination is based on UMA's recommended course progression and required prerequisites. The Registrar's office will communicate any changes to the student's LSA or Program Director (as applicable) and will reschedule the student, if necessary, within seven (7) calendar days of the class start. If the failed course is required and not available, UMA will work with the student to process an alternative solution such as an alternative course, Leave of Absence (prerequisites only), or Written Confirmation of Future Attendance until the course is available.

COURSE LOAD CHANGES
UMA students enrolled in standard term based programs (except the Associate of Science in Nursing program) are allowed to request a change in course load within the first seven (7) calendar days of each grading period or module if they are taking multiple courses.

Students in diploma-based term programs, except for Healthcare Technology & Systems, are scheduled and eligible to take only one course per module or grading period.

Students in associate degree term based programs (with the exception of the Associate of Science in Nursing program) may choose to take one or two general education or elective courses within each of the three grading periods within the semester. Students may also choose to take a core course (if not more than three semester credits) and one general education or elective course per grading period. For core courses greater than three semester credits, the student may only take that core course within the grading period.

Students electing to decrease their course load within the first seven calendar days will receive a WW grade for the course if the student has attended the course. If the student has not attended the course, the student will be unscheduled from the course. Students electing to add a course within the first seven (7) days of the module may incur additional charges for the term as a result of the increased course load. Please note, any changes to a student's course load can affect the student's charges and current funding arrangements.

Students enrolled in the Associate of Science in Nursing program are scheduled in two courses during the five-week grading periods. Students in ten-week grading periods are scheduled into one course. Due to the structure of the Associate of Science in Nursing program, the students do not have the same flexibility as offered in other associate degree standard term programs.

LEAVE OF ABSENCE
UMA administers the following leaves of absence:

LEAVES OF ABSENCE IN NON-TERM TITLE IV PROGRAMS (EXCEPT SPECIAL CIRCUMSTANCES)
Ultimate Medical Academy (UMA) maintains a Federal Student Aid (FSA) approved leave of absence policy for students enrolled in non-term programs which allows a temporary interruption in a student's program of study. UMA's non-term programs include Pharmacy Technician Diploma and Associate Degree, Basic X-Ray with Medical Office Procedures Diploma, Dental Assistant with Expanded Functions Diploma, Medical Assistant Diploma and Patient Care Technician Diploma. Students enrolled in the non-term programs are eligible to apply for an approved leave of absence for a period not to exceed 180 days in a rolling 12 month period. During the approved leave of absence, students remain in an in-school status and are not eligible to receive any federal student aid during this period.

Students may request a leave of absence under the following conditions:

1. Students must have successfully completed at least one course at UMA to be eligible for a leave of absence.
2. A leave of absence may begin at the end of a course, and students must return from an approved leave of absence at the next regularly scheduled day of a subsequent course following the expiration of the approved leave. There is a seven day extension granted to students returning into an externship due to site availability.
3. Title IV recipients are informed of the effects that a failure to return from an LOA may have on their loans through the Non-Term Title IV Leave of Absence form. Learner Services/Program Directors refer students requesting an LOA to Student Finance for further assistance with this notification.
4. Acceptable reasons for a leave of absence include:
   a. Medical (including pregnancy and single parenting issues)
   b. Family care (childcare issues, death of family member or unexpected medical care of family)
   c. Military duty (see section on military leaves of absence)
   d. Jury duty
   e. Delay related to course availability
   f. Other special circumstances beyond student control

Unacceptable reasons for a leave of absence include no internet connection/computer issues.

A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans include the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

ADMINISTRATIVE LEAVES OF ABSENCE – STANDARD-TERM BASED PROGRAMS AND CERTAIN NON-TERM CIRCUMSTANCES
UMA understands unforeseen circumstances arise which may prevent a student from completing a course, module or term at a given time. UMA has an administrative leave of absence policy available to all active students who are enrolled in a standard term based UMA educational program, meet the established criteria, and follow the appropriate process as outlined, and non-term based programs who do not qualify for a Title IV Leave of Absence.

UMA Standard Term programs include Medical Billing and Coding Diploma and Associate Degree, Health Sciences Associate Degree programs, Healthcare Technology & Systems Associate Degree, Associate of Science in Nursing, Medical Office and Billing Specialist Diploma, Medical Administrative Assistant Diploma, Health Information Technology Associate Degree, Health and Human Services Associate Degree and Healthcare Management Associate Degree. UMA's non-term programs include Pharmacy Technician Diploma and Associate Degree, Basic X-Ray with Medical Office Procedures Diploma, Dental Assistant with Expanded Functions Diploma, Medical Assistant Diploma and Patient Care Technician Diploma.

UMA also allows administrative LOAs for its non-Title IV programs: Nursing Assistant and Phlebotomy Technician.

In addition, the administrative leave of absence policy applies to any active non-term students who need a leave of absence and do not qualify for a Title IV leave of absence or specifically due to transportation issues, externship scheduling issues, and technology related issues.

UMA's administrative leave of absence is not an approved leave of absence per the U.S. Department of Education (ED) requirements as outlined in the federal regulations (34 CRF 668.22 (d)). As such, UMA considers the student as a "withdrawn" student for federal student aid purposes but allows the student to remain enrolled at the school. UMA performs a Return to Title IV calculation for each administrative leave of absence based on the student's last

date of recorded attendance. Students enrolled in the above programs are eligible to apply for an approved leave of absence for a period not to exceed 180 days in a rolling 12 month period. During the approved leave of absence, students remain in an in-school status and are not eligible to receive any federal student aid during this period.

Students may request a leave of absence under the following conditions:

1. Students must have successfully completed at least one course at UMA to be eligible for a leave of absence.
2. A leave of absence may begin at any time, however, students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
3. Students must return from an approved leave of absence at the beginning of a scheduled course, module or term.
4. Acceptable reasons for an administrative leave of absence include:
   a. Medical (including pregnancy and single parenting issues)
   b. Family care (childcare issues, death of family member or unexpected medical care of family)
   c. Military duty (see following section on military leaves of absence)
   d. Natural disaster per FEMA
   e. Jury duty
   f. Scheduling conflicts (failed or repeated course availability)
   g. Externship:
      i. Patient Care Technician and Phlebotomy Technician (ground students only) due to rotation scheduling
      ii. Student moves out of city during externship
      iii. Student moves out of enrollment state before or during externship (require compliance review and approval for leave of absence)
      iv. Scheduled break by externship employer which could result in the student violating the attendance policy
   h. Transportation Issues
   i. Technology Related Issues - online only
   j. Regulatory changes implemented by an regulating agency affecting the program during the program or externship which may impact the student
   k. Student incarcerated during program
   l. Student enters into rehabilitation during the program
   m. Students in a non-term program who do not qualify for a Title IV LOA

Ground campus students who fail to return to school and online students who do not have active attendance on the scheduled return date are subject to the current attendance policy. If the days absent prior to the Leave of Absence beginning and the days absent after the Leave of Absence scheduled return date exceed the published attendance policy, the student is withdrawn from school. The Registrar's office is responsible for processing administrative withdrawals due to the attendance policy for students who are withdrawn from school.

MILITARY LEAVES OF ABSENCE
Military students who cannot attend residential courses for some time period (due to assignments including temporary duty, deployment, permanent change of station or assigned attendance at a military school or college) are encouraged to change to UMA Online. This prevents interruption of a student's educational activities and ensures the continuation of Title IV aid eligibility. Some Veterans Benefits are also available to on-line students.

Students who are members of the Armed Forces of the United States (including the National Guard or other reserve component) or of a state organized militia and are called or ordered to active duty can be granted a military leave of absence for the period of active duty up to 180 calendar days in a 12-month period. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA). Military students requesting a leave of absence follow the same basic procedures as non-military students.

1. Students must submit a leave of absence request (with a copy of their military orders) to their Learner Services Advisor/Program Director or UMA's Military Liaison in the Student Finance Department for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting their request for a MLOA.
2. Students with federal loan obligations or military tuition assistance must contact their lenders, Student Finance and/or their military finance office to ascertain their loan repayment status or repayment of tuition assistance during a military leave of absence.
3. Students receiving Veterans Educational Benefits have their benefits terminated for the term of the leave of absence and any subsequent leaves of absence that are appropriately certified.
4. Once a MLOA is approved by the Learner Services Advisor/Program Director with input from the Military Student Finance team, the request is forwarded to the Registrar's Office for processing. Students receive a confirmation of the approval from the Learner Services Department/Program Director with instructions on how to return to UMA at the conclusion of their leave of absence.
5. In some cases, military students may choose to withdraw from UMA. In processing a military withdrawal, UMA considers educational and financial adjustments that reflect the military student's situation. UMA may forgive all or a portion of a student's account balance and will assign applicable grades per the grading scale.
6. Military students who withdraw are able to reenter upon return from duty. Military students must contact the UMA Military Liaison in the Student Finance Department to begin their re-entry process or to return from LOA. Military students are not charged a registration fee.
7. Upon return from a leave of absence, military students are restored to the educational status they had prior to beginning an LOA without loss of academic credits earned, scholarships or grants awarded or tuition or other fees paid prior to the commencement of active duty.

WRITTEN CONFIRMATION OF FUTURE ATTENDANCE-NON TERM PROGRAMS
In accordance with federal regulations and programs eligible for federal student aid, Ultimate Medical Academy (UMA) provides current students, who have completed at least one UMA course in a Title IV approved program, with the option of providing timely written confirmation of future attendance to a later class/course/module to prevent student withdrawal from UMA. This policy applies to students enrolled in UMA's non-term programs only. Students who need to take a class or module off have the option of providing written confirmation of the student's intent to return to classes in a future course or module. The timely written confirmation must be received by the school prior to the date the student would be withdrawn. Under UMA's attendance policy, students must provide the notification prior to the 14th day of absence. Students will be limited to one written confirmation per payment period (first four classes in Dental Assistant with Expanded Functions or first three classes in all other programs) and cannot exceed two written confirmations in any 12 month period.

Students are required to confirm a return to class date which is 45 calendar days or less from the end of the module or course the student ceased attendance. Students are not required to complete the current module prior to providing timely written confirmation of future attendance at a later date. Students who do not complete their current module are subject to the grading policy as published in the current catalog. Students may be required to repeat the current course, if not completed, and may be subject to additional charges for repeating the course.

Students are allowed to extend the return date, if necessary, in writing prior to the previously scheduled return date, assuming the extension does not exceed the 45 calendar days from the end of the module or course the student ceased attending to the beginning of the next module.

Students electing to provide written confirmation of future attendance are made aware of the impact to the student's satisfactory academic progress, revised graduation date, institutional charges and scheduled federal student or institutional aid. Students who elect to cease attending within a course or module are responsible for retaking the course which can result in additional charges to the student's account.

Students who do not provide timely written confirmation will be considered withdrawn by UMA. UMA will follow its published policies, procedures and processes for withdrawing the student and performing all necessary refund calculations.

Students who fail to return on or before the date the student confirmed as the scheduled return date will be considered withdrawn by UMA. All students must return prior to exceeding the 45 days from the end of the class/course/module the student ceased attending. Students must also adhere to the attendance policy of 14 consecutive days absent. The attendance policy review includes all consecutive days absent prior to the effective date of the written confirmation and days absent after the scheduled return date.

Ground students must return to the new module on or before the 4th day of class without violating the published attendance policy. Online students must return during the first week of the new class/course/module without violating the attendance policy.

UMA will follow its published policies, procedures and processes for withdrawing the student and performing all necessary refund calculations.

Students on a current Leave of Absence are not eligible to use Written Confirmation of Future Attendance.

Students who are currently out of school under Written Confirmation of Future Attendance are not eligible for a Leave of Absence until the student has returned to school as outlined in this policy.

EXTERNSHIP EXTENSION (EXCLUDES HT 2500 CLASS)

UMA acknowledges that there may be instances where students cannot complete their externship within the allotted grading period. UMA offers an Externship Extension which is equivalent to one additional grading period. At the end of the regularly scheduled externship, students who have not completed the required externship hours will receive an Externship Extension ("EE" grade) for that grading period. Students will be scheduled for one additional grading period beginning with the first day following the end of the original grading period to complete all necessary externship hours. Students in the Health Information Technology program are not eligible for an externship extension.

Students who complete the required hours within the Externship Extension grading period will receive a final grade based on course performance. The "EE" grade for the original grading period is not changed. Unless otherwise noted in this policy, hours from the first grading period and the extension(s) are combined towards completion of the externship requirement.

Students who do not complete the required hours within the Externship Extension grading period may be granted, on a case-by-case basis, a third attempt to complete their hours with an approved appeal by the appropriate school officials. Unless otherwise noted in this policy, hours earned in the original course and subsequent extensions are added to the hours completed during the final extension grading period to determine completion of the externship requirement.

Students who do not complete the required externship hours after all allowable extensions within the same program (one extension and one appeal) will receive an "F" grade in the final grading period and will be required to repeat the course in its entirety.

For students who receive an "F" externship grade due to site dismissal for conduct or policy violation(s) or whose performance is otherwise unsatisfactory as determined by UMA, externship hours completed during the session in question and/or associated with the policy violation or unsatisfactory performance will not be counted toward the externship requirement.

If a student is out of school for more than 180 days then resumes an attempt at completing required externship hours, no hours earned before the 180-day break will count towards the externship requirement.

PROGRAMS

COURSE NUMBERING SYSTEM

Each course is designated by an alphanumeric system that indicates the program and academic level of each course. Courses in the 1000 series are generally taken early in a program, and courses in the 2000 series generally occur later in a program. Courses in the 3000 series indicate externship, simulations or advance-level courses.

Please refer to the program-specific catalog page for a full listing of the courses required to complete each program.

CLEARWATER (MAIN CAMPUS)
Diploma Programs

- Dental Assistant with Expanded Functions
- Medical Assistant
- Nursing Assistant
- Patient Care Technician
- Phlebotomy Technician

Associate Degree Programs

- Health Sciences (UMA graduates of corresponding diploma programs only)
    - Dental Assistant with Expanded Functions
    - Medical Assistant
    - Patient Care Technician

TAMPA (NON-MAIN CAMPUS)
UMA is not enrolling new students at the current time at the Tampa Campus.

Diploma Programs

- Basic X-Ray with Medical Office Procedures
- Dental Assistant with Expanded Functions
- Medical Assistant
- Medical Billing and Coding
- Medical/Clinical Laboratory Assistant (No longer offered)
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

Associate Degree Programs

- Health Sciences (UMA graduates of corresponding diploma programs only)
    - Basic X-Ray with Medical Office Procedures
    - Dental Assistant with Expanded Functions
    - Medical Assistant
    - Medical/Clinical Laboratory Assistant
    - Patient Care Technician
    - Pharmacy Technician
- Nursing

UMA ONLINE (NON-MAIN CAMPUS)
Diploma Programs

- Healthcare Technology & Systems (UMA is not enrolling new students at this time)
- Medical Administrative Assistant
- Medical Billing and Coding (Effective August 1, 2016, for new starts)
- Medical Billing and Coding
- Medical Office and Billing Specialist (Effective August 1, 2016, for new starts)
- Medical Office and Billing Specialist
- Pharmacy Technician

Associate Degree Programs

- Health and Human Services
- Health Information Technology
- Health Sciences
    o Healthcare Technology & Systems
    o Medical Administrative Assistant
    o Medical Office and Billing Specialist (Effective August 1, 2016, for new starts)
    o Medical Office and Billing Specialist
    o Pharmacy Technician
- Healthcare Management
- Medical Billing and Coding (Effective August 1, 2016, for new starts)
- Medical Billing and Coding

BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES

Program Type: Diploma
Location: **Tampa (UMA is not enrolling new students at the current time.)**

PROGRAM DESCRIPTION

The objective of the Basic X-Ray with Medical Office Procedures program is to prepare students to become a professional who can seek entry-level employment in a wide range of healthcare facilities including diagnostic imaging centers, clinics and physicians' offices. The program concentrates on patient care and management, equipment operation and maintenance, radiation safety and protection, medical/clinical lab procedures, HIV/AIDS, CPR and First Aid for allied health providers, anatomy and physiology positioning procedures and life skills for success followed by a hands-on externship in an allied health setting. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Basic X-Ray with Medical Office Procedures graduates work primarily in diagnostic imaging centers, clinics and physicians' offices. Opportunities can also be found in other medical facilities. Depending on where graduates find employment, typical duties may include positioning patients for x-rays and explaining procedures, operation and maintenance of x-ray equipment, collecting specimen samples from patients, performing a variety of laboratory tests, assisting in day-to-day patient care and assisting with patient recordkeeping and office management. Upon successful completion of this program, the graduate will be awarded a diploma in Basic X-Ray with Medical Office Procedures. Total Program: 940 clock hours/41.5 semester credits.

A Basic X-Ray Technician license issued by the State of Florida is required for employment as a basic x-ray technician. To obtain a Florida license, graduates must successfully complete the Limited Scope of Practice in Radiography examination offered through the American Registry of Radiologic Technologists (ARRT). Students will receive course preparation to sit for the Limited Scope of Practice in Radiography and Certified Clinical Medical Assistant (CCMA) examinations. The Certified Clinical Medical Assistant (CCMA) examination is offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: **56 weeks**
Normal Time: **60 weeks**

Required Courses

Course #	Course Title	Semester Credits
BX1115	Equipment Operations & Maintenance	4.5
BX1120	Radiation Safety & Protection and Basic Anatomy & Physiology, Positioning and Procedures	4.0
BX2110	Anatomy & Physiology, Positioning and Procedures; Upper and Lower Extremities	4.0
BX2116	Anatomy & Physiology, Positioning and Procedures; Bony Thorax, Chest, Abdomen & Spine	4.5
BX2125	Comprehensives	2.5
BX3010	Clinical Externship & Certification Review	5.5
MC1111	Principles of Allied Health & Patient Care	5.0
MC1116	Anatomy & Physiology and Clinical Procedures	5.0
MC2015	Clinical Lab Procedures and Phlebotomy	4.0
MC2125	Electronic Medical Records and Front Office	2.5
Total Program		**41.5**

Gainful employment information can be found at <u>ultimatemedical.edu/gainful-employment.pdf</u> and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES – BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science
Location: Tampa (UMA is not enrolling new students at the current time.)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Basic X-Ray with Medical Office Procedures program is to prepare students to become a professional who can seek entry-level employment in a wide range of healthcare facilities including diagnostic imaging centers, clinics and physicians' offices. The program concentrates on patient care and management, equipment operation and maintenance, radiation safety and protection, medical/clinical lab procedures, HIV/AIDS, CPR and First Aid for allied health providers, anatomy and physiology positioning procedures and life skills for success followed by a hands-on externship in an allied health setting. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and two supplementary electives to complete the Associate of Science requirement. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Health Sciences - Basic X-Ray with Medical Office Procedures graduates work primarily in diagnostic imaging centers, clinics and physicians' offices. Opportunities can also be found in some hospitals and other medical facilities. The core curriculum combined with general education courses is designed to enhance the graduate's knowledge base and expand employment opportunities. Depending on where graduates find employment, typical duties may include positioning patients for x-rays and explaining procedures, operation and maintenance of x-ray equipment, collecting specimen samples from patients, performing a variety of laboratory tests, assisting in day-to-day patient care and assisting with patient recordkeeping and office management. Upon successful completion of this program, the graduate will be awarded a Health Sciences – Basic X-Ray with Medical Office Procedures Associate of Science degree. Total Program: 1255 clock hours/62.5 semester credits.

A Basic X-Ray Technician license issued by the State of Florida is required for employment as a basic x-ray technician. To obtain a Florida license, graduates must successfully complete the Limited Scope of Practice in Radiography examination offered through the American Registry of Radiologic Technologists (ARRT). Students will receive course preparation to sit for the Limited Scope of Practice in Radiography and Certified Clinical Medical Assistant (CCMA) examinations. The Certified Clinical Medical Assistant (CCMA) examination is offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 81 weeks
Normal Time: 90 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (41.5 Credits)	
BX1115	Equipment Operations & Maintenance	4.5
BX1120	Radiation Safety & Protection and Basic Anatomy & Physiology, Positioning and Procedures	4.0
BX2110	Anatomy & Physiology, Positioning and Procedures; Upper and Lower Extremities	4.0
BX2116	Anatomy & Physiology, Positioning and Procedures; Bony Thorax, Chest, Abdomen & Spine	4.5
BX2125	Comprehensives	2.5
BX3010	Clinical Externship & Certification Review	5.5
MC1111	Principles of Allied Health & Patient Care	5.0
MC1116	Anatomy & Physiology and Clinical Procedures	5.0

MC2015	Clinical Lab Procedures and Phlebotomy	4.0
MC2125	Electronic Medical Records and Front Office	2.5
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (6.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**62.5**

Gainful employment information can be found at <u>ultimatemedical.edu/gainful-employment.pdf</u> and includes information on tuition, loan debt, completion, placement and occupations.

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

Program Type: Diploma
Location: **Tampa and Clearwater (UMA is not enrolling new students at the current time at the Tampa Campus.)**

PROGRAM DESCRIPTION
The objective of the Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a dental office setting. Out-of-class work is required

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a diploma in Dental Assistant with Expanded Functions. Total Program: 720 clock hours/26.0 semester credits.

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

UMA's Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: **42 weeks**

Normal Time: **46 weeks**

Required Courses

Course #	Course Title	Semester Credits
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
Total Program		**26.0**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science
Location: **Tampa and Clearwater (UMA is not enrolling new students at the current time at the Tampa Campus.)**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program.   All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and two supplementary electives to complete the Associate of Science requirement. Instruction occurs at our residential campuses in a combination of lecture, and lab settings. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a Health Sciences – Dental Assistant with Expanded Functions Associate of Science degree. Total Program: 1260 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: **77 weeks**
Normal Time: **88 weeks**

Required Courses

Course #	Course Title	Semester Credits
Core Courses (26.0 Credits)		
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (21.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0

HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**62.0**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH AND HUMAN SERVICES

Program Type: Associate of Science/Associate of Applied Science (Arkansas residents only)
Location: Online

PROGRAM DESCRIPTION

The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and human services assistant graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 960 clock hours/64.0 semester credits.

Instructional time: 70 weeks
Normal time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (46.0 Credits*)	
CI2000**	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	General Education Courses (18.0 Credits*)	
EN1150	English Composition	3.0
EN2100***	English Composition II	3.0

HU2000	Critical Thinking and Problem Solving		3.0
MA1015	College Math		3.0
PS1000	Psychology		3.0
SC1040	General Biology		3.0
SO1050****	Sociology		3.0
Total Program			**64.0**

*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

**CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI2000 is also a core requirement for the Health and Human Services Associate Degree program.

***EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health and Human Services Associate Degree program.

****SO1050 is not included in the Health and Human Services Associate Degree program for Arkansas residents.

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH INFORMATION TECHNOLOGY

Program Type: Associate of Science/Associate of Applied Science (Arkansas and Minnesota residents only)
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Information Technology program is to prepare students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 180 hours of practicum. Out-of-class work is required.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

Electronic patient records, database management, and information privacy and security are a focus of this profession. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician trains future health information professionals in the use of computer information systems used in health care settings as well as reimbursement procedures. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of medical records and healthcare reimbursement processes. Critical thinking and problem solving abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1140 clock hours/63.5 semester credits (1185 clock hours/66.5 semester credits for Arkansas residents)*

The Health Information Technology – Associate of Science program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), cahiim.org. Please refer to the School Licensure, Accreditation and Approvals section of this catalog for more information.

Instruction Time: 70 weeks /75 weeks for Arkansas residents*

Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (48.5 Credits)	
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0

ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1225	Essentials of Anatomy & Physiology	3.0
SO1050	Sociology	3.0
Total Program		**63.5**
Total Program for Arkansas Residents*		**66.5**

***Arkansas Residents -** The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.   These courses are required for residents of Arkansas.

**Required course for Arkansas residents

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTHCARE MANAGEMENT

Program Type: Associate of Science/Associate of Applied Science (Arkansas and Minnesota residents only)
Location: Online

PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations.   Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics. Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/66.0 semester credits (1125 clock hours/69.0 semester credits for Arkansas residents)*

Instructional Time: 70 weeks/75 weeks for Arkansas residents*

Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (51.0 Credits)		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0

SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**66.0**
Total Program for Arkansas Residents*		**69.0**

*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.   These courses are required for residents of Arkansas.

**Required course for Arkansas residents

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTHCARE TECHNOLOGY & SYSTEMS

Program Type: Diploma
Location: Online (UMA is not enrolling new students into this program at the current time.)

PROGRAM DESCRIPTION

The Healthcare Technology & Systems diploma program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a diploma in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and   health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. Instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to   evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a diploma in Healthcare Technology & Systems.   Total program: 690 clock hours/37 semester credits.

Instruction Time: 40 weeks

Normal Time: 43 weeks

Required Courses

Course #	Course Title	Semester Credits
CI1165	Introduction to Information Technology	4.0
CI1170	Introduction to Computer Office Applications	3.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
EN1000	Introduction to Communication	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	TOTAL CREDITS	**37.0**

Gainful employment information can be found at <ins>ultimatemedical.edu/gainful-employment.pdf</ins> and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS

Program Type: Associate of Science/Associate of Applied Science (Arkansas residents only)
Location: Online

PROGRAM DESCRIPTION
The Health Sciences - Healthcare Technology & Systems program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records plus general education and elective courses to enhance their knowledge base. Students who pursue an Associate Degree in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. A base of general education courses in English, mathematics, critical thinking, and natural and applied sciences as well elective courses complement and complete their education. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health Sciences - Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Healthcare Technology & Systems Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 1050 clock hours/61.0 semester credits.

Instruction Time: 70   weeks
Normal Time: 74   weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (46.0 Credits*)		
CI1165	Introduction to Information Technology	4.0
CI1170**	Introduction to Computer Office Applications	3.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics and Records Management	4.0
PS2100****	Working with People	3.0
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0

General Education Courses (15.0 Credits*)		
EN1150	English Composition	3.0
EN2100***	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**61.0**

*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

**CI1170 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI1170 is also a core requirement of the Health Sciences – Healthcare Technology & Systems Associate Degree program.

***EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health Sciences – Healthcare Technology & Systems Associate Degree program.

****PS2100 is not included in the Health Sciences – Healthcare Technology & Systems Associate Degree program for Arkansas residents.

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL ADMINISTRATIVE ASSISTANT

Program Type: Diploma
Location: Online

PROGRAM DESCRIPTION

The objective of the Medical Administrative Assistant program is to prepare students for entry-level employment as medical administrative assistants, medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of allied health settings. Instruction occurs in a distance learning setting. Out-of-class work is required.

The diploma program in medical administrative assistant provides training in general office procedures and prepares students for entry-level administrative positions in various healthcare settings. Students in this program will acquire the skills necessary to perform administrative duties including medical transcription, medical billing, medical collections and general medical office procedures. Additional offerings include medical records management, coding applications, reimbursement methodologies including revenue cycle management, medical ethics and compliance and customer service concepts. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Administrative Assistant. Total Program: 720 clock hours/36.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 43 weeks

Required Courses

Course #	Course Title	Semester Credits
ME1115	Introduction to Medical Administrative Assisting	4.5
ME1155	Principles of Management and Information Systems	4.5
ME1415	Medical Law & Ethics and Records Management	4.5
ME1600	Accounting and Medical Practice Management Systems	4.5
ME2220	Medical Terminology and Transcription	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2410	Medical Coding II	4.5
SC2100	Anatomy & Physiology for Allied Health Profession	3.5
Total Program		**36.0**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT

Program Type: Associate of Science/Associate of Applied Science (Arkansas and Minnesota residents only)
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical administrative assistants, medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of allied health settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The associate degree program in medical administrative assistant provides training in general office procedures and prepares students for entry-level administrative positions in various healthcare settings. Students in this program will acquire the skills necessary to perform administrative duties including medical transcription, medical billing, medical collections and general medical office procedures. Additional offerings include medical records management, coding applications, reimbursement methodologies including revenue cycle management, medical ethics and compliance and customer service concepts. Students in the medical administrative assistant program will also receive a complimentary curriculum of general education as well as the opportunity to become proficient in utilizing critical thinking and problem solving techniques. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Medical Administrative Assistant Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/60.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 60 weeks
Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (36.0 Credits)		
ME1115	Introduction to Medical Administrative Assisting	4.5
ME1155	Principles of Management and Information Systems	4.5
ME1415	Medical Law & Ethics and Records Management	4.5
ME1600	Accounting and Medical Practice Management Systems	4.5
ME2220	Medical Terminology and Transcription	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2410	Medical Coding II	4.5
SC2100	Anatomy & Physiology for Allied Health Profession	3.5
General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits)		
AC2760***	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100***	Working with People	3.0
PS2150***	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**60.0**

 *Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

 **Required course for Arkansas residents

***Minnesota Residents - Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL ASSISTANT

Program Type: Diploma
Location: Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)

PROGRAM DESCRIPTION

The objective of the Medical Assistant program is to prepare students for entry-level employment in allied health settings as a medical assistant. The program concentrates on written and oral communications, medical terminology, anatomy and physiology, administrative skills for medical offices, clinical skills including but not limited to EKG, phlebotomy, pharmacology, vital signs, conducting lab tests and followed by a hands-on externship at a medical facility. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Their duties typically include collecting patient histories, maintaining medical records, preparing patients for procedures, taking vital signs, assisting physicians during procedures/minor surgeries, taking samples and running tests in a lab. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Assistant. Total Program: 940 clock hours/42.5 semester credits.

Students will receive course preparation to sit for the Registered Medical Assistant (RMA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 56 weeks
Normal Time: 60 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5
MC2040	Advanced Laboratory Procedures & Minor Medical Office Surgeries	5.0
MC3050	Clinical Externship – Medical Assistant	4.5
Total Program		**42.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - MEDICAL ASSISTANT

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science
Location: **Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Medical Assistant program is to prepare students for entry-level employment in allied health settings as a medical assistant. The program concentrates on written and oral communications, medical terminology, anatomy and physiology, administrative skills for medical offices, clinical skills including but not limited to EKG, phlebotomy, pharmacology, vital signs, conducting lab tests and followed by a hands-on externship at a medical facility. General education courses are taken in English composition, critical thinking and problem solving, college math, general biology, sociology and two supplementary electives to complete the associate of science requirement. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Their duties typically include collecting patient histories, maintaining medical records, preparing patients for procedures, taking vital signs, assisting physicians during procedures/minor surgeries, taking samples and running tests in a lab. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Medical Assistant Associate of Science degree. Total Program: 1210 clock hours/60.5 semester credits.

Students will receive course preparation to sit for the Registered Medical Assistant (RMA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 81 weeks
Normal Time: **90 weeks**

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (42.5 Credits)	
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5
MC2040	Advanced Laboratory Procedures & Minor Medical Office Surgeries	5.0
MC3050	Clinical Externship – Medical Assistant	4.5
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

Elective Courses (3.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**60.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL BILLING AND CODING
(EFFECTIVE AUGUST 1, 2016, FOR NEW STARTS)

Program Type: Diploma
Location: Online

PROGRAM DESCRIPTION
The Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students are equipped to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, to organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding diploma. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/39.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks online

Normal Time: 43 weeks online

Required Courses

Course #	Course Title	Semester Credits
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		**39.0**

Gainful employment information can be found at http://ultimatemedical.edu/gainful-employment.pdf **and includes information on tuition, loan debt, completion, placement and occupations.**

MEDICAL BILLING AND CODING

Program Type: Diploma
Location: Online (New Enrollments no longer offered at Tampa)

PROGRAM DESCRIPTION

The objective of the Medical Billing and Coding program is to prepare students for entry-level employment in medical billing and coding positions in physicians' offices, hospitals, insurance companies and other healthcare facilities. Instruction occurs at our residential campus in a combination of lecture and lab settings. Instruction is also offered in a distance learning setting. Out-of-class work is required.

The diploma program for medical billing and coding provides comprehensive training in medical billing and coding concepts as well as health care computer information systems and accounting methods. Students in this program are introduced to coding healthcare services, electronic health records systems and the processing of healthcare claims. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Billing and Coding. Total Program: 720 clock hours/39.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 48 weeks ground/40 weeks online
Normal Time: 52 weeks ground/43 weeks online

Required Courses

Course #	Course Title	Semester Credits
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
BC2011	Disease Processes and ICD-10-CM Coding	4.5
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding, and Surgical Procedures	5.0
BC2030	Medical Practice Management Systems and Billing and Coding Applications	4.5
BC3020	Coding with Simulation, CPC Prep and CPC Review	5.5
BC3030	Billing and Coding Applications with Simulations	5.0
Total Program		**39.0**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL BILLING AND CODING
(EFFECTIVE AUGUST 1, 2016, FOR NEW STARTS)

Program Type: Associate of Science
Location: Online

PROGRAM DESCRIPTION
The Associate of Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks online
Normal Time: 73 weeks online

Required Courses

Course #	Course Title	Semester Credits
Core Courses (39.0 Credits)		
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0

PS2100	Working with People	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

Gainful employment information can be found at http://ultimatemedical.edu/gainful-employment.pdf **and includes information on tuition, loan debt, completion, placement and occupations.**

MEDICAL BILLING AND CODING

Program Type: **Associate of Science/Associate of Applied Science (Arkansas residents only)**
Location: **Online**

PROGRAM DESCRIPTION

The objective of the Medical Billing and Coding Associate of /Associate of Applied Science (Arkansas residents only) program is to prepare students for entry-level employment in medical billing and coding positions in physicians' offices, hospitals, insurance companies and other healthcare facilities. Instruction occurs in a distance learning setting. Out-of-class work is required.

The associate degree program for medical billing and coding provides comprehensive training in medical billing and coding concepts as well as health care computer information systems and accounting methods. Students in this program are introduced to coding healthcare services, electronic health records systems and the processing of healthcare claims. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. Special emphasis is placed on the development of critical thinking and problem solving skills required of medical billing and coding specialists. A balance of general education courses is included to enhance a student's education. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/63.0 semester credits (1125 clock hours/66.0 semester credits for Arkansas residents)*

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks /75 weeks for Arkansas residents*
Normal Time: **73 weeks**

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (48.0 Credits)	
AC2760	Accounting for Managers	3.0
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
BC2011	Disease Processes and ICD-10-CM Coding	4.5
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding and Surgical Procedures	5.0
BC2030	Medical Practice Management Systems and Billing and Coding Applications	4.5
BC3020	Coding with Simulation, CPC Prep and CPC Review	5.5
BC3030	Billing and Coding Applications with Simulations	5.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
	General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)	
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking & Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0

SO1050 Sociology	3.0
Total Program	**63.0**
Total for Arkansas Residents*	**66.0**

 ***Arkansas Residents -** The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

**Required Course for Arkansas residents

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL/CLINICAL LABORATORY ASSISTANT

Program Type: Diploma
Location: **No Longer Offered**

PROGRAM DESCRIPTION

The objective of the Medical/Clinical Laboratory Assistant program is to prepare students for entry-level employment as Medical/Clinical Laboratory Assistants, Medical Assistants, Medical Front Office, Phlebotomists and other administrative and clinical positions in medical office settings. The program concentrates on helping students acquire knowledge and develop skills in laboratory procedures, blood collection procedures, equipment, collection, handling of specimens, safety and medical ethics, professionalism, anatomy/physiology, medical terminology pharmacology, phlebotomy, HIV/AIDS, CPR, First Aid and life skills for success. Simulations of clinical laboratory experiences are integrated with the didactic portion of the program. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Medical/Clinical Laboratory Assistants are a key member of healthcare teams and work closely with nurses and physicians to collect specimens and perform tests that help them diagnose and treat patients. They help provide the information that doctors use to keep their patients healthy. Their responsibilities include performing a variety of laboratory tests, collecting samples from patients, measuring and dispensing drugs and assisting with patient recordkeeping and office management. Upon successful completion of this program, graduates will be awarded a diploma in Medical/Clinical Laboratory Assistant. Total Program: 720 clock hours/31.5 semester credits.

Students will receive course preparation to sit for the Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks

Normal Time: 46 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC3000	Clinical Externship	4.0
Total Program		**31.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - MEDICAL/CLINICAL LABORATORY ASSISTANT

(UMA graduates of corresponding diploma program only)

Program Type: **Associate of Science**
Location: **Tampa (UMA is not enrolling new students at the current time.)**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Medical/Clinical Laboratory Assistant program is to prepare students for entry-level employment as Medical/Clinical Laboratory Assistants, Medical Assistants, Medical Front Office, Phlebotomists and other administrative and clinical positions in medical office settings. The core curriculum combined with general education courses is designed to enhance the graduate's knowledge base and expand employment opportunities. The program concentrates on helping students acquire knowledge and develop skills in laboratory procedures, blood collection procedures, equipment, collection, handling of specimens, safety and medical ethics, professionalism, anatomy/physiology, medical terminology pharmacology, phlebotomy, HIV/AIDS, CPR, First Aid and life skills for success. Simulations of clinical laboratory experiences are integrated with the didactic portion of the program. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and two supplementary electives to complete the Associate of Science requirement. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Medical/Clinical Laboratory Assistants are a key member of healthcare teams and work closely with nurses and physicians to collect specimens and perform tests that help them diagnose and treat patients. They help provide the information that doctors use to keep their patients healthy. Their responsibilities include performing a variety of laboratory tests, collecting samples from patients, measuring and dispensing drugs and assisting with patient recordkeeping and office management. Upon successful completion of this program, graduates will be awarded a Health Sciences - Medical/Clinical Laboratory Assistant Associate of Science degree. Total Program: 1170 clock hours/61.5 semester credits.

Students will receive course preparation to sit for the Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 67 weeks
Normal Time: 76 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (31.5 Credits)		
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC3000	Clinical Externship	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

Elective Courses (15.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

MEDICAL OFFICE AND BILLING SPECIALIST
(EFFECTIVE AUGUST 1, 2016, FOR NEW STARTS)

Program Type: Diploma
Location: Online

PROGRAM DESCRIPTION
The Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The Medical Office and Billing Specialist program addresses a variety of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Courses in the diploma program emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Office and Billing Specialist. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 43 weeks

Required Courses

Course #	Course Title	Semester Credits
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		**38.0**

Gainful employment information can be found at http://ultimatemedical.edu/gainful-employment.pdf **and includes information on tuition, loan debt, completion, placement and occupations.**

MEDICAL OFFICE AND BILLING SPECIALIST

Program Type: Diploma
Location: Online

PROGRAM DESCRIPTION

The objective of the Medical Office and Billing Specialist program is to prepare students for entry-level employment in administrative or billing positions in a variety of allied health settings. Instruction occurs in a distance learning setting. Out-of-class work is required.

The Medical Office and Billing Specialist is an individual trained in all aspects of medical administrative skills with an emphasis placed on insurance and patient billing functions as well as the processing of healthcare claims. Courses in the diploma program emphasize practical skills in handling patient encounters, appointment scheduling, records management, insurance and billing processes, office compliance, and general medical office procedures. Additional coursework provides students the theoretical knowledge in medical terminology, anatomy and physiology, pharmacology, as well as law and ethics and reimbursement methodologies including revenue cycle management. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Office and Billing Specialist. Total Program: 720 clock hours/38.0 semester credits.

Students will receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 43 weeks

Required Courses

Course #	Course Title	Semester Credits
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
CI1155	Computer Systems and Software Applications for the Medical Office	4.5
ME1110	Introduction to Medical Administration Assisting and CIS	4.5
ME1420	Medical Law & Ethics and Records Management for Billing Specialists	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2405	Medical Coding for Billing Specialists	4.5
Total Program		**38.0**

Gainful employment information can be found at <u>ultimatemedical.edu/gainful-employment.pdf</u> and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST
(EFFECTIVE AUGUST 1, 2016, FOR NEW STARTS)

Program Type: Associate of Science
Location: Online

PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports , and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 78 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (38.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

Gainful employment information can be found at http://ultimatemedical.edu/gainful-employment.pdf **and includes information on tuition, loan debt, completion, placement and occupations.**

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

Program Type: Associate of Science/Associate of Applied Science (Arkansas and Minnesota residents only)
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Office and Billing Specialist program is to prepare students for entry-level employment in administrative or billing positions in a variety of allied health settings. Instruction occurs in a distance learning setting. Out-of-class work is required.

The Medical Office Billing Specialist is an individual trained in all aspects of medical administrative skills with an emphasis placed on insurance and patient billing functions as well as the processing of healthcare claims. Courses in the associates program emphasize practical skills in handling patient encounters, appointment scheduling, records management, insurance and billing processes, office compliance, and general medical office procedures. Additional coursework provides students the theoretical knowledge in medical terminology, anatomy and physiology, pharmacology, as well as law and ethics and reimbursement methodologies including revenue cycle management. In addition to these specialized topic areas, complimentary curriculum of general education offers students the opportunity to become proficient in utilizing critical thinking and problem solving techniques critical to the success in this profession. Upon successful completion of this program, the graduate will be awarded a Health Sciences – Medical Office and Billing Specialist Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 60 weeks
Normal Time: 68 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (38.0 Credits)		
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
CI1155	Computer Systems and Software Applications for the Medical Office	4.5
ME1110	Introduction to Medical Administration Assisting and CIS	4.5
ME1420	Medical Law & Ethics and Records Management for Billing Specialists	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2405	Medical Coding for Billing Specialists	4.5
General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits)		
AC2760***	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0

EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100***	Working with People	3.0
PS2150***	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**62.0**

 *Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

 **Required course for Arkansas residents

 ***Minnesota Residents - Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

Gainful employment information can be found at <u>ultimatemedical.edu/gainful-employment.pdf</u> and includes information on tuition, loan debt, completion, placement and occupations.

NURSING

Program Type: Associate of Science
Location: Tampa (UMA is not enrolling new students at the current time.)

PROGRAM DESCRIPTION

The objective of the Associate of Science in Nursing program is to prepare students for entry-level employment as nurses upon passing the National Council Licensure Examination for registered Nurses (NCLEX-RN) in accordance with the regulations set forth in Florida Statute Chapter 464. They work in hospitals, physicians' offices, home healthcare services, nursing care facilities, correctional facilities, schools, serve in the military and various other allied health settings. This program concentrates on professional behavior within the ethical, legal and regulatory frameworks of nursing and standards of nursing practice, therapeutic communication skills, competence in assessment of all areas of client health status and competence in clinical decision making that ensures accurate and safe care. Additionally, students must demonstrate caring behavior and intervention that provides accurate and safe nursing care in diverse settings, implement a prescribed regimen for managing care of clients, perform nursing skills competently to include, but not limited to, medical technology, information management, nutrition and diet therapy, elimination needs, rehabilitation, asepsis, emergency interventions, medication administration, obstetric care, pre- and post- operative care, fluid and electrolyte management, activities of daily living, mobility, cardiorespiratory management and psychiatric interventions. Students must also demonstrate competence in teaching and learning, competence in collaboration to coordinate decision-making processes, and demonstrate competence in managing care that prioritizes client care. Lecture and lab instruction occurs at our residential campus, and clinicals are conducted at various health care settings. Out-of-class work is required.

The Associate of Science in Nursing program is a pre-licensure nursing education program that prepares students for entry-level employment in professional nursing. Students who have successfully met all requirements for the Associate of Science in Nursing from Ultimate Medical Academy are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of this program, the graduate will be awarded an Associate of Science in Nursing. Total Program: 1660 clock hours/75.0 semester credits.

A Registered Nursing license issued by the State of Florida Board of Nursing is required for employment as a Registered Nurse in the state of Florida. To obtain a license from the State of Florida, graduates must successfully complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN) offered through the National Council of State Boards of Nursing (NCSBN) and be approved by the State of Florida. Students will receive course preparation to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates must meet eligibility requirements to sit for the examination. The Associate of Science in Nursing program is approved by the Florida Board of Nursing and has been placed on probation by the Florida Board of Nursing.

Instructional Time: 90 weeks
Normal Time: 93 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (60.0 Credits)	
RN1100	Fundamentals of Nursing I	3.5
RN1110	Fundamentals of Nursing II	4.0
RN1120	Pharmacology/Drug Administration	2.5
RN2100	Adult Health Nursing I	8.0
RN2110	Adult Health Nursing II	6.0
RN3100	Maternal Infant Nursing	4.0

RN3110	Pediatric Nursing	4.0
RN3120	Psychiatric Nursing	4.0
RN3200	Adult Health Nursing III	3.0
RN3210	Nursing Management and Leadership	3.0
SC1060	Introduction to Microbiology	4.0
SC1070	Anatomy and Physiology I	4.0
SC1075	Anatomy and Physiology II	4.0
SC2010	Human Nutrition	3.0
SC2020	Human Growth and Development	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SO1050	Sociology	3.0
Total Program		**75.0**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

NURSING ASSISTANT

Program Type: Diploma
Location: Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)

PROGRAM DESCRIPTION

The objective of the Nursing Assistant program is to prepare students for entry-level employment as a Nursing Assistant including, but not limited to, hospitals, long-term care facilities, skilled nursing facilities, nursing homes and home-health agencies in accordance with Florida Statute 64B9 15.005. The program concentrates on anatomy and physiology, documentation, communication and interpersonal skills, medical terminology, nutrition and hydration, safety and efficiency in patient care, and restorative therapy. The program also includes training in universal precautions, CPR, HIV/AIDS and first aid. Lecture and lab instruction occurs at our residential campuses, and clinical externship is conducted at various health care settings. Out-of-class work is required.

Nursing Assistants are often the primary caregiver and can develop strong, caring bonds with their patients and/or residents. As a result, physicians and nurses look to Nursing Assistants to monitor a patient's physical and mental conditions and keep them informed of changes. During this program, students will receive hands-on training to care for patients (under guidance by a physician or registered nurse) in safe and positive ways, an opportunity to gain the practical experience with a clinical externship and test preparation classes to help prepare for the CNA examination. Upon successful completion of this program, the graduate will be awarded a diploma in Nursing Assistant. Total Program: 135 clock hours/6.0 semester credits.

A Certified Nursing Assistant (CNA) license issued by the State of Florida is required for employment. To obtain a Florida license, graduates must successfully complete the Certified Nursing Assistant (CNA) examination offered through Prometric. Students will receive course preparation to sit for the Certified Nursing Assistant (CNA) examination. Graduates must meet eligibility requirements to sit for the examination. The Nursing Assistant program is approved by the Florida Board of Nursing

Additional Information: The Nursing Assistant program is not eligible for Federal Student Aid.

Instructional Time: 6 weeks
Normal Time: 8 weeks

Required Courses

Course #	Course Title	Semester Credits
NA1110	Nursing Assistant	5.0
NA3000	Clinical Externship	1.0
Total Program		**6.0**

PATIENT CARE TECHNICIAN

Program Type: Diploma
Location: **Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)**

PROGRAM DESCRIPTION

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Certified Nursing Assistants, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 720 clock hours/31.5 semester credits.

Students will receive course preparation to sit for the State of Florida Certified Nursing Assistant (CNA) examination offered through Prometric and the Certified Patient Care Technician (CPCT), Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks
Normal Time: 46 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
Total Program		**31.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - PATIENT CARE TECHNICIAN

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science
Location: Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Certified Nursing Assistants, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and two supplementary electives to complete the Associate of Science requirement. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Patient Care Technician Associate of Science degree. Total Program: 1170 clock hours/61.5 semester credits.

Students will receive course preparation to sit for the State of Florida Certified Nursing Assistant (CNA) examination offered through Prometric and the Certified Patient Care Technician (CPCT), Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 67 weeks
Normal Time: 76 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (31.5 Credits)		
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

Elective Courses (15.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

PHARMACY TECHNICIAN

Program Type: Diploma
Locations: Online (New Enrollments no longer offered at Tampa)

PROGRAM DESCRIPTION

The objective of the Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Instruction is also offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician diploma program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication records, billing and insurance processes, and maintaining patient profiles. Upon successful completion of this program, the graduate will be awarded a diploma in Pharmacy Technician. Total Program: 720 clock hours/37.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 42 weeks
Normal Time: 46 weeks ground/45 weeks online

Required Courses

Course #	Course Title	Semester Credits
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
Total Program		**37.5**

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

HEALTH SCIENCES - PHARMACY TECHNICIAN

Program Type: Associate of Science/Associate of Applied Science (Arkansas residents only)
Location: Tampa (UMA graduates of corresponding diploma program only) and Online
(UMA is not enrolling new students at the current time at the Tampa Campus.)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Instruction is also offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 67 weeks ground/72 weeks online
Normal Time: 76 weeks ground/70 weeks online

Required Courses

Course #	Course Title	Semester Credits
Core Courses (37.5 Credits)		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0

EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

**Required course for Arkansas residents

Gainful employment information can be found at ultimatemedical.edu/gainful-employment.pdf and includes information on tuition, loan debt, completion, placement and occupations.

PHLEBOTOMY TECHNICIAN

Program Type: Diploma
Location: **Clearwater and Tampa (UMA is not enrolling new students at the current time at the Tampa Campus.)**

PROGRAM DESCRIPTION

The objective of the Phlebotomy Technician program is to prepare students for entry-level employment as a phlebotomist in a medical office, clinic, laboratory or hospital. The program concentrates on blood collection procedures, equipment handling of specimens, safety and medical ethics, professionalism, anatomy and physiology and medical terminology. Instruction occurs at our residential campuses in a combination of lecture and lab settings. Externship is conducted in a health care setting. Out-of-class work is required.

Phlebotomy Technicians specialize in drawing blood for analysis. The Phlebotomy Technician is responsible for making patients comfortable, addressing anxiety and safely collecting samples while causing patients minimal discomfort. Upon successful completion of this program, the graduate will be awarded a diploma in Phlebotomy Technician. Total Program: 200 clock hours/8.0 semester credits.

Students will receive course preparation to sit for the Certified Phlebotomy Technician (CPT) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Phlebotomy Technician program is not eligible for Federal Student Aid.

Instructional Time: 12 weeks
Normal Time: 12 weeks

Required Courses

Course #	Course Title	Semester Credits
PH1110	Phlebotomy	6.5
PH3000	Clinical Externship for Phlebotomy	1.5
Total Program		**8.0**

COURSE DESCRIPTIONS

Students receive a syllabus for each course on the first day of the class. The syllabus establishes the expectations for the course and becomes the governing document for that course.

COURSE NUMBER ABBREVIATIONS

AC	Accounting	HM	Healthcare Management	NA	Nursing Assistant
BC	Billing and Coding	HS	Health and Human Sciences	PH	Phlebotomy
BX	Basic X-Ray	HT	Health Technology	PS	Psychology
CI	Computer Information	HU	Humanities	RN	Nursing
CS	Customer Service	MA	Math	RX	Pharmacy Technology
DA	Dental Assistant	MC	Medical Clinical	SC	Science
EN	English	ME	Medical Office	SO	Social Sciences
HI	History	MG	Management	SS	Student Success

AC2760 ACCOUNTING FOR MANAGERS – 3.0 SEMESTER CREDITS
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making and developing the ability to complete a variety of business transactions, balance sheets, and account ledgers. Additional topics include cash transactions and payroll. Prerequisites: None

BC1020 MEDICAL BASICS AND THE HEALTHCARE CLAIM CYCLE – 5.0 SEMESTER CREDITS
This course is designed to introduce basic concepts related to anatomy and medical terminology, medical record documentation and its relationship to medical coding and billing services. The role of an insurance billing specialist is discussed. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems; concepts of proper use of the computer are included and the student has the opportunity to develop speed and accuracy in keyboarding. Prerequisites: None

BC1025 ANATOMY, TERMINOLOGY, AND HEALTHCARE PAYERS – 4.5 SEMESTER CREDITS
This course includes anatomy and medical terminology related to coding patient illness, conditions, injuries and diseases; basic knowledge of various body systems, bones, muscles and organs related to conditions such as diabetes, hypertension, neoplasms, and injuries; medical terminology including roots, prefixes, suffixes; and other terms related to diagnosis coding. Health care payers including Medicare, Medicaid, TRICARE, Blue Cross/ Blue Shield, Worker's Compensation, and Managed Care are introduced and their role in the health insurance billing and coding process; and various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are covered. In the keyboarding unit of this course, the student is introduced to ten key and has the opportunity to develop speed and accuracy in ten key skills. Prerequisites: None

BC1030 MEDICAL TERMINOLOGY AND HEALTHCARE SETTING & CLAIMS PROCESSING
5.0 SEMESTER CREDITS
This course provides an overview of the health insurance billing and coding process in various settings; including those of outpatient, inpatient, physician, and hospital. Variations in documentation are discussed as well as coding, claims processing, accounts receivable management, and reimbursement methods. Anatomy and medical terminology; including roots, prefixes, suffixes and other terms related to the coding of diagnostic tests and procedures are covered. The development of touch response to keyboarding is emphasized with a focus on improving the student's speed and accuracy to 30 words per minute. Prerequisites: None

BC2011 DISEASE PROCESSES AND ICD-10-CM CODING – 4.5 SEMESTER CREDITS
This course includes basic principles of diagnosis coding using the *International Classification of Diseases, Tenth Revision, Clinical Modification.* Application of ICD-10-CM coding concepts are discussed, including the identification of conditions to be coded, content of the manual, coding conventions, and basic coding guidelines. This course is designed to provide the student with information about coding signs, symptoms, illness, injuries, disease, and other reasons for healthcare services. An overview of disease processes includes the etiology and physiology of specified human disorders, and principles of disease are discussed as they relate to coding conditions, diseases, illness and injury

including: diabetes, hypertension, neoplasm, cancer, skin disorders, fractures, and burns. Ten key skills are practiced in the keyboarding unit to achieve a minimum of 100 key strokes per minute. Prerequisites: BC1020, BC1025, BC1030

BC2020 HEALTHCARE COMMON PROCEDURE CODING SYSTEMS (HCPCS), CPT CODING AND SURGICAL PROCEDURES
5.0 SEMESTER CREDITS
This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement is discussed. Coding of surgical procedures is discussed with a review of surgical specialties, anatomy, medical terminology, documentation, and other topics related to coding surgical procedures. Instruction in word processing applications such as Microsoft Word are covered; including their application in the medical office, the healthcare claims process, and for Billing and Coding Specialist. Billing and coding applications provide practice in applying procedure and diagnosis coding principles. Prerequisites: BC1020, BC1025, BC1030

BC2025 DIAGNOSTIC CODING FOR MBC – 4.0 SEMESTER CREDITS
Diagnostic coding was developed to track diseases, classify causes of mortality, provide information for medical research and evaluate utilization of hospital services. This course will introduce the concepts of ICD coding including identification of the conditions to be coded, content of the reference manuals, coding conventions and basic coding guidelines. Pre-requisites: None

BC2030 MEDICAL PRACTICE MANAGEMENT SYSTEMS AND BILLING AND CODING APPLICATIONS
4.5 SEMESTER CREDITS
This course provides an introduction to medical billing programs and their use for office transactions including patient registration, charge entry, payment posting, billing routines and report generation. Also covered are electronic claims submission requirements and claims management techniques. Word processing, utilizing Microsoft® Word, is included and the student is introduced to the use of the Internet to obtain health insurance billing and coding information. Billing and coding applications provide practice in applying procedure and diagnosis coding principles. Prerequisites: BC1020, BC1025, BC1030

BC2530 PROCEDURAL CODING I FOR MBC – 4.0 SEMESTER CREDITS
This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The student will be able to identify the services and procedures to be coded. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement is also covered in this course. Pre-requisite: BC2025

BC2535 PROCEDURAL CODING II FOR MBC – 3.5 SEMESTER CREDITS
In this course students will continue to increase their knowledge of the basic coding principles of procedure coding by working through advanced case studies to enhance coding skills. Students will utilize the Healthcare Common Procedure Coding System (HCPCS) to assign the correct codes for services and procedures identified from scholastically challenging examples of medical documentation. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement are also covered in this course. Pre-requisite: BC2530

BC3020 CODING WITH SIMULATION, CPC PREP AND CPC REVIEW – 5.5 SEMESTER CREDITS
This course includes billing and coding concepts in the facility environment. An overview of hospital billing and coding is provided with an emphasis on the variations in physician and facility billing, the claims process, documentation, coding, and reimbursement. Procedure and diagnosis coding skills are applied to coding facility source documents during practical simulations. Prerequisites: BC1020, BC1025, BC1030, BC2011, BC2020 & BC2030

BC3030 BILLING AND CODING APPLICATION WITH SIMULATIONS – 5.0 SEMESTER CREDITS
This course covers the theories of abstracting from source documents and the application of those theories to various source documents. During simulations, the student has the opportunity to apply procedure and diagnosis coding principles while advancing his/her knowledge of insurance billing concepts, procedures, and applications necessary to

file claims and to perform accounts receivable management functions. Prerequisites: BC1020, BC1025, BC1030, BC2011, BC2020 & BC2030

BC3035 BILLING AND CODING APPLICIATION WITH SIMULATION – 3.0 SEMESTER CREDITS
This course covers the abstracting of information from source documents for the application of codes according to coding guidelines. The student has the opportunity to apply procedure and diagnosis coding principles while advancing their knowledge of insurance billing concepts, procedures and applications necessary to file claims. The student will also perform management functions as it relates to accounts receivable. CPC Exam Review is included in this course. Pre-requisite: BC2535

BX1115 EQUIPMENT OPERATIONS & MAINTENANCE – 4.5 SEMESTER CREDITS
This course focuses on how x-rays are produced, what constitutes "safely operating equipment," how to proceed during system failures, equipment maintenance, and MSDS/ OSHA requirements. Students will also receive their core training on HIV/AIDS and to recognize all aspects of Blood Borne Pathogens. Prerequisites: None

BX1120 RADIATION SAFETY & PROTECTION AND BASIC ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES 4.0 SEMESTER CREDITS
This course covers safety precautions in radiology to protect the student/operator, the patient, and the general public; the in depth study of the dangers of irradiating patients by untrained personnel, biological and genetic hazards to living things, and the effects of radiation. Basic anatomy and physiology will focus on areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Proper radiological procedures; patient positioning; and "hands on" training utilizing non-radiation-emitting radiographic equipment are also included. Students position each other to learn anatomical "landmarks" used in radiology. Students are given an opportunity to view "normal and abnormal" X-Ray studies as well as "suboptimal" procedures. Prerequisite: BX1115

BX2110 ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES; UPPER AND LOWER EXTREMITIES 4.0 SEMESTER CREDITS
This course covers basic anatomy and physiology of the entire upper and lower extremity with a focus to those areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Foreign body identification and localization, patient concerns, and special needs are also covered. Proper radiological procedures, patient positioning, and "hands on" training of the entire upper and lower extremity utilizing non-radiation-emitting radiographic equipment are also covered. Students position each other to learn anatomical "landmarks" used in radiology. Specific attention is afforded to misconceptions about simply "capturing" an image on film versus a "true A.R.R.T. acceptable" study. Students are given an opportunity to view "normal and abnormal" X-Ray studies as well as "suboptimal" procedures. Instruction in techniques used to obtain optimal images is demonstrated in detail, as well as methods that can be employed to provide a satisfactory result. Prerequisites: MC1111 & MC1116

BX2116 ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES; BONY THORAX, CHEST, ABDOMEN AND SPINE 4.5 SEMESTER CREDITS
This course covers basic anatomy and physiology of the bony thorax, chest, abdomen, and the entire spin with a focus to those areas addressed by the Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO); foreign body identification and localization; patient concerns; and special needs. Proper radiological procedures; patient positioning and "hands on" training, utilizing non-radiation-emitting radiographic equipment is also covered. Students position each other to learn anatomical "landmarks" used in radiology. Instruction in techniques used to obtain optimal images will be demonstrated in detail, as well as methods that can be employed to provide a satisfactory result. The student will also prepare for their state exam and externship. Prerequisites: MC1111& MC1116

BX2125 COMPREHENSIVES – 2.5 SEMESTER CREDITS
Comprehensive x-ray and clinical skills will be the final course before release to externship to ensure competency in skills before being sent out to externship. Students will be required to master hands on practicum positioning exam of upper extremities, lower extremities, chest, abdomen, and thorax anatomy with a passing grade of 75%. This course will also include the review and performance of lab skills to include rooming, charting, vitals, urinalysis, phlebotomy,

injections and related knowledge that plays an integral part of back office procedures. Assessment will be made of students' proficiency in performing these skills to ensure their preparedness for externship and Phlebotomy Certification. Prerequisites: BX1115, BX1120, BX2110, BX2116, MC1111, MC1116 & MC2015

BX3010 CLINICAL EXTERNSHIP & CERTIFICATION REVIEW – 5.5 SEMESTER CREDITS
Students are assigned to a healthcare facility under supervision. The 200 hour clinical externship will take place at a local healthcare facility chosen by the school staff. There is no financial reimbursement applied to student participation in clinical externship. The clinical externship is purely a learning experience. A 20 hour certification examination review is included in this course. Prerequisites: BX1115, BX1120, BX2110, BX2116, BX2125, MC1111, MC1116, MC2015, MC2125

CI1000 INTRODUCTION TO COMPUTERS – 2.5 SEMESTER CREDITS
This course introduces general computer operations with an emphasis on overall desktop techniques. Topics include computer technology, computer hardware and software, and how computers can be used to produce meaningful information. In addition, students will explore word processing, the changing nature of information resources, computer ethics and basic internet security. An important focus of this course will include speed and accuracy skills in keyboarding. Pre-requisites: None

CI1154 INTRODUCTION TO HEALTHCARE COMPUTER INFORMATION SYSTEMS
3.0 SEMESTER CREDITS
This course is designed to focus on computer applications used in an office environment as well as those most common to the healthcare field. Through a variety of activities, students will explore the fundamentals of computer information systems while covering a variety of topics including hardware and software, word processing, presentation and spreadsheet applications. With a central focus on desktop computer platforms, this course provides context and preparation for the allied healthcare field. Prerequisites: None

CI1155 COMPUTER SYSTEMS AND SOFTWARE APPLICATIONS FOR THE MEDICAL OFFICE
4.5 SEMESTER CREDITS
This course introduces students to Microsoft Word and Excel as it is used in the medical office setting. Students will obtain beginners level proficiency in both Word and Excel. The course explores the use of a medical practice management system (accounting, scheduling, and billing) in a medical office setting. Prerequisites: ME1110, BC1030

CI1165 INTRODUCTION TO INFORMATION TECHNOLOGY - 4.0 SEMESTER CREDITS
This course provides an introduction to computers and information technology. Topics covered include operating systems, application software, networks and communication devices, databases, and storage devices. Students also learn the importance of computer security, ethics, and privacy in personal and professional settings. Prerequisites: None

CI1170 INTRODUCTION TO COMPUTER OFFICE APPLICATIONS - 3.0 SEMESTER CREDITS
This introductory course will explore the fundamentals of the Windows operating system as well as computer office applications for word processing, spreadsheets, database software applications, and presentations. Students will be introduced to ethical and secure internet browsing techniques including the importance of understanding plagiarism and documenting researched material. This class will help to prepare students to write papers, presentations, work within a database, and utilize the internet in preparation for a career in healthcare technology. Prerequisite: CI1165

CI1200 DESKTOP SUPPORT - 4.0 SEMESTER CREDITS
This course introduces students to the importance of desktop support, including problem identification, problem-solving or transference. Students also examine the process of managing end-user computers in healthcare settings. Topics include skills for troubleshooting software applications, help desk operation, and the challenges of telephone communications. With the use of virtual labs, students practice common desktop support skill. Prerequisite: CS1100

CI2000 COMPUTER FUNDAMENTALS - 3.0 SEMESTER CREDITS
This course provides students with an overview of computer fundamentals including an investigation of hardware, software, Microsoft Windows, operating systems and essential applications. Additionally, students will explore

working online, and the impact of computing and the Internet on society. Application based topics include word processing and spreadsheets as well as email and presentation tools. Special attention is given to information technology and communication for the allied health profession. Prerequisites: None

CS1100   CUSTOMER SERVICE AND COMMUNICATIONS IN HEALTHCARE SETTINGS
3.0 SEMESTER CREDITS
This course focuses on understanding the importance of communication and customer service as a healthcare professional. Students develop interpersonal communication skills while also examining problem solving strategies unique to the healthcare environment. Additionally, the role of technology in customer service within healthcare settings is covered. Prerequisite: HT1200

DA1110 INTRODUCTION & HISTORY OF DENTISTRY – 3.5 SEMESTER CREDITS
This course is a review of the history of dentistry and an introduction to dental assisting and the dental team. Also covered are concepts on the identification of permanent and deciduous dentition and their eruption schedule, dental specialties, and endodontics. Laboratories include dental charting guidelines and requirements, identifying teeth numbers, and charting all dental symbols in a patient's dentition. Prerequisites: None

DA1120 PREVENTIVE DENTISTRY – 3.5 SEMESTER CREDITS
This course is an introduction on instructing patients in proper oral hygiene covering the importance of health histories, and vital signs. The specialty covered is periodontics. In the lab, students are introduced to alginate impressions preparation of study models and bite registration. Other lab procedures include instruction in coronal polishing, impressions, preparation, fluoride treatments, and management of hazardous materials and infection control. Prerequisites: None

DA1130 ANATOMY & PHYSIOLOGY, OFFICE MANAGEMENT AND CPR – 3.5 SEMESTER CREDITS
This course covers the anatomy of the body and how different systems function. Other topics addressed are business office management; including scheduling, patient accounts, and telephone protocol. The specialty is orthodontics. In the lab, emergency management and different diseases that the dental assistant should be aware of, and how they affect a patient is practiced. Basic chair side instruments and tray systems are introduced. Instrument transfer is practiced. CPR certification is included in this section. Prerequisites: None

DA1140 RADIOLOGY AND OSHA – 3.5 SEMESTER CREDITS
The focus of this course is on radiology; taking x-rays from single periapicals to a full mouth series. The specialty covered is oral surgery which includes preparing the patient for analgesia and relieving anxiety including the administration of nitrous oxide. In the lab, students take x-rays until two full mouth series have been taken to the specifications set by the program. Students will also practice preparing a syringe for anesthetic. Prerequisites: DA1110, DA1120 & DA1130

DA1150 ANATOMY, MICROBIOLOGY & DENTAL MATERIALS – 3.5 SEMESTER CREDITS
The anatomy of the head and neck, bones, muscles, nerves, circulation of the head and neck, and an introduction to microbiology is covered by this course. The specialty for this section is oral pathology. In the lab, students have hands on practice with removing different types of sutures, using dental materials, mixing of different dental cements, the fabrication of temporary crowns, and one handed and four handed dentistry is taught. Prerequisites: DA1110, DA1120 & DA1130

DA1160 EXPANDED FUNCTIONS – 3.5 SEMESTER CREDITS
The concentration of this course is on expanded functions so that the student will leave the program with an opportunity for a State Certificate of Radiology that the Dental Assistant is eligible to receive after attending an approved program, and assisting in the exposing of radiographs under the direct supervision of a Florida licensed Dentist for at least three months. Also included are writing cover letters, resumes, and follow-up correspondence for job preparation; as well as how to present oneself for a job interview. In the lab, students will become proficient at rubber dam placement through chair side assisting for amalgam and composite procedures. Prerequisites: DA1110, DA1120 & DA1130

DA3040 EXTERNSHIP – 5.0 SEMESTER CREDITS
This 240 hour externship course provides students with on-the-job experience working in a dental office. Students will work in all aspects of the dental office and gain experience in assisting for when they enter the work force. The extern will be supervised by a representative from the school and a supervisor at the externship site. Prerequisites: DA1110, DA1120, DA1130, DA1140, DA1150, DA1160

EN1000 INTRODUCTION TO COMMUNICATION - 3.0 SEMESTER CREDITS
This course provides the student with a basic understanding of interpersonal communication in the professional environment. Some of the principles explored are perception, listening and nonverbal strategies. Cultural and social awareness are examined in terms of interaction and business acumen. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology. Prerequisites: None

EN-1150 ENGLISH COMPOSITION – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely, and coherently. Students write essays wherein organization and proper language usage are stressed. Emphasis is also placed on introductory concepts of the research process. Prerequisites: None

EN1150 ENGLISH COMPOSITION - 3.0 SEMESTER CREDITS
(UMA Online Only)
This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly and concisely. Through hands-on activities students will develop their ability to write brief essays while ensuring spelling and grammar accuracy. Emphasis is also placed on introductory concepts related to the research process.
Prerequisites: None

EN2100 ENGLISH COMPOSITION II - 3.0 SEMESTER CREDITS
This course teaches the principles of the writing process; emphasizing academic and business report writing. It includes basic research and documentation methods. Topics include essay writing techniques with emphasis on discourse analysis, persuasive writing, basic research and documentation methods. Prerequisites: None

EN-2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS – 3.0 SEMESTER CREDITS
(Tampa Only)
Interpersonal Professional Communications provides students with information and practice in professional communication skills. This course covers the effective writing of business documents, presentation, meeting management, and basic conflict management skills. Specifically, students will write memos, develop and present information to the class, practice meeting facilitation skills, and practice dealing with conflict situations. Prerequisites: None

EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS - 3.0 SEMESTER CREDITS
(Clearwater* and UMA Online)
This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation materials and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Prerequisites: None

HI1050 LOCAL, NATIONAL & INTERNATIONAL EVENTS – 3.0 SEMESTER CREDITS
In this course students study current events on a broad scale to gain a perspective of the impact they have on them personally and professionally. Prerequisites: None

*See Clearwater Supplement to the UMA Catalog for effective date.

HM1015 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE I – 5.0 SEMESTER CREDITS
This course is designed to introduce basic concepts related to anatomy and medical terminology; medical record documentation, and its relationship to medical coding and billing services. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems. Students will develop speed and accuracy in keyboarding. Prerequisites: None

HM1020 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE II – 5.0 SEMESTER CREDITS
This course covers medical terminology including suffixes, prefixes, and combining forms. It introduces healthcare payers including Medicare, Medicaid, TRICARE, Blue Cross/Blue Shield, Worker's Compensation, and Managed Care; and reviews their role in the health insurance billing and coding process. Various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are presented. Students develop speed and accuracy in keyboarding. Prerequisite: HM1015

HM1025 MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS
This course provides an introduction to medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed. The student will develop speed and accuracy in keyboarding. Prerequisites: CI1154 & HM1020

HM1030 ACCOUNTING, PAYROLL, BANKING & ACCOUNTING SYSTEMS – 5.0 SEMESTER CREDITS
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making. Students will develop speed and accuracy in keyboarding. Prerequisite: HM1025

HM2010 BUSINESS OFFICE OPERATIONS FOR THE MANAGER – 5.0 SEMESTER CREDITS
This course covers the budgeting process and introduces the role of a proforma and practice management ratios in analyzing business operations. It introduces financial policies, managed care contracts, and fee schedules for services. Prerequisite: HM1030

HM2015 HEALTHCARE LAW, COMPLIANCE, ETHICS & MEDICAL RECORD MANAGEMENT
6.0 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information including HIPAA. Malpractice, compliance plans, fraud and abuse, and referral restrictions are also discussed. Also introduced to students are principles of medical record management. Prerequisite: HM2010

HM2020 HUMAN RESOURCE MANAGEMENT – 6.0 SEMESTER CREDITS
This course introduces employment laws including the Fair Labor Standards Act, Americans with Disabilities Act, COBRA, and others. Record keeping requirements are discussed, such as wage and hour records and record retention rules. Employment categories are explained, and rules and resources for employee hiring, recruiting, and retention are reviewed. Performance appraisals, salary administration, and progressive disciplinary actions are also explained. Suggestions on how to develop, and what should be included in an Employee Handbook are provided. Prerequisite: HM2015

HM2030 PRACTICE STRUCTURE AND ENHANCEMENT – 5.5 SEMESTER CREDITS
This course provides an overview of the different ownership structures for physician practices. Common documents and procedures are reviewed. Selection of employer provided benefits including insurance and retirement are discussed. Practice building and enhancement strategies are also presented. Certification review is included in this course. Prerequisite: HM2020

HS1000 INTRODUCTION TO HEALTH AND HUMAN SERVICES - 3.0 SEMESTER CREDITS
In this course, students learn about health and human services as a profession and how history impacts our understanding of the human services field. Federal, state, and local government's involvement and role in human and

social programs is explored. Human services within healthcare and school settings are examined in addition to the delivery of services from faith-based agencies. Topics include: interviewing, intervention strategies, program planning, case management, and the delivery of services to various populations. The values and ethics of human service professionals are covered in addition to legal issues confronting human service work. Prerequisite: HT1000

HS1200 INTRODUCTION TO COUNSELING - 3.0 SEMESTER CREDITS
This course approaches counseling from the human services perspective.   Topics include theories of behavior and working with individuals and groups of various ethnicities. Students examine their own attitudes and value systems and how they relate to working with others. Skills and techniques useful to interviewing and communicating with people in need are presented. Prerequisite: HS1000

HS1300 PUBLIC AND COMMUNITY HEALTH - 3.0 SEMESTER CREDITS
This course introduces the many facets of the public and community health system. It examines current endeavors being taken to promote population health and discusses efforts to measure health, disease, and illness. In addition, students will study the health improvement process using selected frameworks. The variety of occupations and professions involved in public health, as well as the influence of these professions on the past, present, and future health status of society is explored. Prerequisite: HS1200

HS2100 FAMILY DYNAMICS - 3.0 SEMESTER CREDITS
Family Dynamics provides a comprehensive framework to examine individual development in the context of family relationships and society. Topics include perspectives in the evolving life cycle, life cycle transitions and phases, and clinical dilemmas and interventions.   The impact of multiple stresses on the human system is also explored. Prerequisite: HS1300

HS2200 SOCIAL WELFARE - 3.0 SEMESTER CREDITS
This course covers the components of social welfare policy and the issues surrounding the funding, allocation, and delivery of social services. The structure and purpose of the welfare state is examined in relation to the economic, political, and demographic shifts impacting social welfare policy and the future of programs. Students are exposed to various policy perspectives and the challenges of determining choices in social welfare policy. Prerequisite: HS2100

HS2305 LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES - 2.0 SEMESTER CREDITS
In this course, students learn about ethical and legal issues confronted by human service professionals. Self-assessment activities help students understand their values and the impact on human service work. Topics include a code of ethics for those in the helping professions, legal issues of HIPAA and working with children, the elderly, and other special populations. In addition, ethical issues of working with couples, families, groups, and community work are explored. Prerequisite: HS2200

HS2500 HEALTH AND HUMAN SERVICES CAPSTONE - 3.0 SEMESTER CREDITS
In the Health and Human Services capstone course, students will synthesize, reflect upon and apply the major insights, skills and values gained throughout their Health and Human Services program of study. A substantive research project is developed in collaboration with the instructor for the purpose of providing students with a real-world context within which to integrate and apply their knowledge. Journaling and analysis of case studies allow students to demonstrate practical application of Health and Human Services theories and concepts. Prerequisites: HS1000, HS1200, HS1300, HS2100, HS2200, HS2305, SC2020, SO1100

HT_1000 INTRODUCTION TO U.S. HEALTHCARE DELIVERY – 3.0 SEMESTER CREDITS
(Health Information Technology Program Only)
This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined. Prerequisite: None

HT1000 INTRODUCTION TO U.S. HEALTHCARE DELIVERY – 3.0 SEMESTER CREDITS
This course provides an introduction to health care delivery in the United States through an evaluation of systems and theory. Topics of study include the types of professionals employed in health care, the institutions that provide services across the care continuum and the effects of internal and external environments on the health care delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined. Prerequisite: None

HT1100 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT AND MEDICAL LAW & ETHICS
5.5 SEMESTER CREDITS
This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design.
It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Prerequisite: HT1000

HT1155 HEALTH RECORDS MANAGEMENT - 3.0 SEMESTER CREDITS
This course covers the basic functions, content, and structure of the healthcare record as well as workflow processes associated with paper, hybrid and electronic medical record management. Students in this course will also be introduced to the documentation standards and structures that are implemented throughout various healthcare settings. In addition, students will practice using document management
and electronic health record software in preparation for a career in healthcare technology. Prerequisite: CI1170

HT1200 CONFIGURING EHR – 3.0 SEMESTER CREDITS
This course examines EHR systems and applications for healthcare organizations. Topics include data standards, usability, government initiatives and technologies utilized in EHR. In addition students will explore applications of data templates and support systems. Through virtual labs, students practice configuring software used to manage and maintain electronic health records. Prerequisite: HT1155

HT2125 INTERNATIONAL CLASSIFICATIONS OF DISEASE (ICD) CODING – 4.0 SEMESTER CREDITS
This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools. Prerequisites: ME1150, SC1225, ME2515

HT2135 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING – 3.0 SEMESTER CREDITS
This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises allow students to also apply guidelines for Evaluation and Management (E/M) code and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools. Prerequisites: ME1150, SC1225, ME2515, HT2125

HT2245 HEALTH INFORMATION SYSTEMS AND DATA QUALITY & MANAGEMENT
6.0 SEMESTER CREDITS
This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for managerial and clinical support. It also examines emerging information technologies. The determination of information system needs, system implementation, system evaluation, and confidentiality/security is also addressed. The course also introduces the student to healthcare data sets, secondary sources of data and healthcare statistics. Methods, tools, technologies, and processes for querying

data, designing, generating, and analyzing reports are examined. In addition, it presents methods to abstract, present, and maintain data for clinical indices/databases/registries. Prerequisites: HT2125, HT2135

HT2400 HEALTHCARE REIMBURSEMENT AND MANAGEMENT & SUPERVISION – 5.0 SEMESTER CREDITS

This course provides an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Various payments systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, and managed care capitation are also explored along with issues of policy, regulatory information technology, and data exchange among providers. The course also focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, principles of ergonomics, and productivity procedures are explored as well as work processes and policies and procedures design. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. Prerequisite: HT2245

HT2500 HEALTH INFORMATION TECHNOLOGY PRACTICUM – 4.0 SEMESTER CREDITS

This 180 hour practical experience course is designed to allow students to participate in a supervised setting to gain experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience. Prerequisites: Successful completion of all other courses in the program

HU-2000 CRITICAL THINKING AND PROBLEM SOLVING – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)

This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and argument analysis. The course includes learning to provide evidence and well-reasoned support for asserted solutions and/or positions within. Prerequisites: None

HU2000 CRITICAL THINKING AND PROBLEM SOLVING - 3.0 SEMESTER CREDITS
(UMA Online Only)

This course offers students the opportunity to develop logical reasoning skills relative to problem-solving and decision making. Students will engage in critical thinking activities while creating clear and concise persuasive arguments. Emphasis is placed on how to use deductive reasoning to gather information in order to draw a conclusion. Additional topics include how to organize and deliver one's personal message as well as communication strategies for discussing ethical issues. Prerequisites: None

MA-1015 COLLEGE MATH – 3.0 SEMESTER CREDITS
(Tampa Only)

This course delivers a broad overview of skills necessary for the application of post-secondary mathematics. Students review a range of mathematical principles in algebra, computation, geometry, and statistics. Students will solve algebraic equations, appropriately apply the order of operations, compute characteristics of geometric shapes, calculate statistical principles such as measures of central tendency and ratios, and will apply principles such as interest, commissions, discounts, and the metric system. Prerequisites: None

MA1015 COLLEGE MATH - 3.0 SEMESTER CREDITS
(Clearwater* and UMA Online)

This course delivers an introduction to basic college math. Students review a range of mathematical principles as they relate to algebra, computation, geometry, and statistics. Attention is given to solving algebraic equations, applying the order of operations, and calculating fundamental statistical principles. Additional topics include measures of central tendency, ratios, principles of interest, commissions, discounts, and the metric system. Prerequisites: None

*See Clearwater Supplement to the UMA Catalog for effective date.

MC1110 PRINCIPLES OF ALLIED HEALTH – 5.0 SEMESTER CREDITS

This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, the importance of using basic learning skills, and effective coping skills. Required training in CPR is taught. The course also includes anatomy and physiology of the renal, circulatory, respiratory, and reproductive systems, and the appropriate terminology related to those systems. Also covered is laboratory testing as related to those systems and the foundation for understanding medical terminology as it relates to the field (word roots, prefixes and suffixes, and combining forms and current procedural terminology).

Prerequisites: None

MC1111 PRINCIPLES OF ALLIED HEALTH & PATIENT CARE – 5.0 SEMESTER CREDITS

This course covers patient rights, patient/staff communication, proper body mechanics, and transfer techniques for any given circumstance. Students will learn to monitor vital signs and recognize emergency situations, complete required training in CPR/First Aid. Also covered are Anatomy and Physiology for the renal, circulatory, respiratory, and reproductive systems. Appropriate medical terminology and its foundation as it relates to the field (word roots, prefixes and suffixes, and combining forms) and current procedural terminology is also covered. Prerequisites: None

MC1115 ANATOMY & PHYSIOLOGY AND MEDICAL TERMINOLOGY – 5.0 SEMESTER CREDITS

This course covers an introduction to the anatomy and physiology of the musculoskeletal, integumentary, digestive, nervous, and endocrine systems; as well as medical terminology relating to those specific systems, laboratory testing as related to the systems, discussion on frequently ordered laboratory and radiology tests, and their normal vs. abnormal ranges. It also includes the foundation for understanding medical terminology as it relates to the field—word roots, prefixes and suffixes, and combining forms and current procedural terminology, as well as instruction on ordering laboratory tests and processing laboratory specimens. Prerequisites: None

MC1116 ANATOMY & PHYSIOLOGY AND CLINICAL PROCEDURES – 5.0 SEMESTER CREDITS

This course covers an introduction to anatomy and physiology and appropriate terminology. Laboratory and radiological testing of the related systems including digestive, integumentary, muscular/skeletal, nervous and endocrine systems, and their normal versus abnormal ranges is also covered. The course includes ordering laboratory tests and processing laboratory specimens. Prerequisites: None

MC1130 MEDICAL ASSISTANT OFFICE PROCEDURES – 5.0 SEMESTER CREDITS

This course includes a detailed, technical outlook of front office applications in a medical clinical setting. Topics covered are: office organization, proper use of office equipment, basic bookkeeping, billing and collections, purchasing, banking and payroll, office safety, and security. A demonstration of a mock office setting is established to provide students an opportunity to participate in the flow of clinical office operations. The course also covers the skills needed to work in the electronic medical management office setting including different types of health insurance plans and sources of insurance available to patients as well as the filing, monitoring, and processing of insurance claims; the use of computerized scheduling, record keeping, and EMR components. Computers in the Medical Office are demonstrated and HIPAA regulations are covered. Prerequisites: None

MC2010 PHARMACOLOGY – 4.5 SEMESTER CREDITS

This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills, military (24 hour) time, and correct measurement with regards to time; also covering volume, temperature, weight, ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of the medical assistant/medical clinical lab assistant in administering and dispensing drugs, and routes and methods of drug administration; including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. This course includes the required training in first aid and HIV/AIDS. Prerequisites: None

MC2015 CLINICAL LAB PROCEDURES & PHLEBOTOMY – 4.0 SEMESTER CREDITS

This course covers various clinical and laboratory skills, including the collection and handling of specimens, urinalysis, hematology/blood chemistry, minor surgical procedures and wound care, the use of assistive devices, hot and cold

therapies, patient communication, patient identification, precession and accession of orders, patient positioning, site selection, syringe and evacuated tube collection, and blood collection procedures; including capillary collections, procedure for micro-collection, and blood smears. In the lab, students learn and demonstrate various venipuncture techniques, how to prioritize their work duties, how to describe and demonstrate POCT and urine/semen collection procedures, and how to identify factors that affecting laboratory results. Also included is an introduction to the laboratory, methods of reporting lab results, and the proper use of laboratory equipment; including venipuncture systems, syringes/ needles, butterfly, lancets, and micro-collection devices. The course also covers proper EKG placement, the identification of rhythm strips, laboratory safety procedures, blood borne pathogens, OSHA requirements, Material Safety Data Sheets (MSDS), exposure control plans, and fire safety.
Prerequisites: None

MC2020 CLINICAL PROCEDURES – 4.0 SEMESTER CREDITS
This course covers anatomy and medical terminology related to patient illness, conditions, injuries and diseases; knowledge of the various body systems, bones, muscles, and organs related to conditions and injuries; and medical terminology including word roots, prefixes, suffixes, and other terms related to patient diagnosis. The systematic approach to the study of pharmacology and its relevance to patient care
is also covered. The course also includes review for national certification examination.
Prerequisite: MC2015

MC2030 MEDICAL LAW & ETHICS AND COMMUNICATIONS IN MEDICAL ASSISTING
5.5 SEMESTER CREDITS
This course covers the legal aspects, morals, and ethics that direct today's medical professional; including a review of HIPAA confidentiality. Students are also introduced to interpersonal skills including the various types of communication, human motivational factors, conflict resolution, and the physical, psychological, and emotional needs of the patient. Written, verbal, and non-verbal communication between patients and co-workers are also presented. The organization of material, logical thought, and effective presentation are stressed. Caring for difficult and special needs patients are covered along with developmental stages of life. A study of the role that hereditary, cultural, and environmental conditions play on human behavior is introduced. Prerequisites: None

MC2040 ADVANCED LABORATORY PROCEDURES & MINOR MEDICAL OFFICE SURGERIES
5.0 SEMESTER CREDITS
This course includes the various techniques used in primary physical examinations, including patient preparation, and assisting the physician with patient examination and specimen collection. It is designed to introduce the student to a variety of clinical tasks including but not limited to assisting the physician with ear and eye lavage, visual acuity, pediatric growth charting, and pulmonary function testing. Students learn office laboratory protocols such as urinalysis and throat cultures. The course also includes procedures for assisting in minor office surgery, including patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments. Prerequisites: MC2015 & MC2020

MC2125 ELECTRONIC MEDICAL RECORDS AND FRONT OFFICE – 2.5 SEMESTER CREDITS
This course provides an introduction to the front office skills typically required in a medical office setting, including an overview of electronic medical records (EMR) theory and application using MediSoft or similar computer programs. The course also introduces the skills necessary to perform health insurance verification, filing, patient scheduling, and record keeping. HIPAA regulations are covered. Telephone etiquette and professional communication techniques are practiced. Prerequisites: None

MC3000 CLINICAL EXTERNSHIP – 4.0 SEMESTER CREDITS
Students are assigned to a healthcare facility under supervision. Clinical externships consist of 180 hours and take place at a local healthcare facility chosen by the school staff. Prerequisites: MC1110, MC1115, MC1130, MC2010, MC 2015 & MC2020

MC3005 CLINICAL EXTERNSHIP – 4.0 SEMESTER CREDITS
Students are assigned to a healthcare facility, under facility/staff supervision. Clinical externships consist of 180 hours and take place at a local healthcare facility chosen by the school staff. Prerequisites: MC1110, MC1115, MC2010, MC2015, NA1110 & PH1115

MC3050 CLINICAL EXTERNSHIP – MEDICAL ASSISTANT – 4.5 SEMESTER CREDITS
Students are assigned to a healthcare facility under supervision. Clinical externships consist of 220 hours and take place at a local healthcare facility chosen by the school staff. Prerequisites: MC1110, MC1115, MC1130, MC2010, MC2015, MC2020, MC2030 & MC2040

ME1000 INTRODUCTION TO HEALTHCARE COMMUNICATION – 3.0 SEMESTER CREDITS
This course provides the student with a basic understanding of interpersonal communication in the healthcare professional environment. Some of the principles explored are perception, listening and nonverbal strategies. Cultural and social awareness are examined in terms of interaction and business acumen. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology.
Pre-requisites: None

ME1110 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING AND CIS – 4.5 SEMESTER CREDITS
This course gives the student an introduction to the administrative aspects of medical office procedures, career opportunities available in a medical office, and the necessary background for further study of information systems. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, keyboarding, and office maintenance are emphasized. Students will gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information.
Prerequisites: None

ME1115 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING – 4.5 SEMESTER CREDITS
This course gives the student an introduction to the profession of medical administrative assisting, its scope of practice, and career opportunities available for the medical administrative assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized. Interpersonal professional communication is also covered and provides the student with information and practice in professional communication skills. Prerequisites: None

ME1125 INTRODUCTION TO MEDICAL BILLING – 4.0 SEMESTER CREDITS
This course is an introduction to the field of medical billing and provides the knowledge and skills needed to work in a variety of medical billing positions. The course covers the foundations of insurance, billing, and reimbursement. Students will learn about the submission of claims to the insurance carrier, reviewing medical records, verifying benefits, submitting secondary claims, and posting payments. Pre-requisites: None

ME1150 MEDICAL TERMINOLOGY – 3.0 SEMESTER CREDITS
This course is intended specifically for students who will be required to have a working knowledge of medical vocabulary as it is related to medical records and reports, laboratory findings, and general communication in healthcare settings. Prerequisites: None

ME1155 PRINCIPLES OF MANAGEMENT AND INFORMATION SYSTEMS – 4.5 SEMESTER CREDITS
This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management history, decision-making, communication, planning, organizing, staffing, directing, controlling and business ethics. Students will also gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information to manage the business.
Prerequisites: None

ME1160 MEDICAL TERMINOLOGY - 4.0 SEMESTER CREDITS
Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend

a variety of definitions. Coursework includes a survey of all major body systems including: muscular, skeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field. Prerequisites: None

ME1410 MEDICAL LAW, ETHICS, AND RECORDS MANAGEMENT - 4.0 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Students will be introduced to standard and electronic medical record systems and management as well as how to respond to issues of confidentiality. Topics include the medical record release, medical record formats, types of filing systems and medical records storage. Prerequisites: None

ME1415 MEDICAL LAW & ETHICS AND RECORDS MANAGEMENT – 4.5 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage.
Prerequisite: ME1115

ME1420 MEDICAL LAW & ETHICS AND RECORDS MANAGEMENT FOR BILLING SPECIALISTS
4.5 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage. Prerequisite: ME1110

ME1600 ACCOUNTING AND MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS
This course is designed to introduce the student to basic accounting procedures and instructs in the management of patient financial records, collection and billing procedures, single and double-entry billing procedures, accounting, payroll writing and withholding taxes, banking procedures, truth in lending laws and bankruptcy laws. It also provides students with practical application skills and knowledge in medical office administrative duties encompassing both manual and computerized methods. Prerequisites: ME1115 & ME1155

ME2220 MEDICAL TERMINOLOGY AND TRANSCRIPTION – 4.5 SEMESTER CREDITS
This course is designed for students who are required to have knowledge of medical vocabulary as it is relates to medical records and reports, laboratory findings, and general communication in healthcare settings. It also introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports.
Prerequisite: ME1115

ME2400 PATHOPHYSIOLOGY, PHARMACOLOGY AND MEDICAL CODING I – 5.5 SEMESTER CREDITS
This course provides a study of human diseases for the allied health student. It also introduces the study of drugs and drug therapy. The course covers the basic coding rules for ICD-10-CM, CPT-4 and Level II (HCPCS) coding systems and applying the rules to code patient diagnosis, patient services, and completing insurance claim forms. Certification exam review is also covered in this course. Prerequisites: ME2220 & SC2100

ME2405 MEDICAL CODING FOR BILLING SPECIALISTS – 4.5 SEMESTER CREDITS
This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third party reimbursement issues. Certification Exam Review and mock exams are also covered. Prerequisite: ME2400

ME2410 MEDICAL CODING II – 4.5 SEMESTER CREDITS
This course continues with more advanced practical experience in insurance billing and coding. Students transpose proper information from the patient record to the insurance form, code diagnoses and physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Certification Exam Review is also covered. Prerequisite: ME2400

ME2515 PATHOPHYSIOLOGY & PHARMACOLOGY – 6.0 SEMESTER CREDITS
This course provides a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases. The course also introduces the allied health student to the study of drugs and drug therapy. Prerequisites: ME1150, SC1225

ME2530 DIAGNOSTIC CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS
Diagnostic coding is used to track disease, classify causes of morbidity and mortality, inform medical research and evaluate utilization of hospital services. This course will introduce the concept of both ICD-9-CM and ICD-10-CM coding systems. The student will identify the conditions to be coded and the content of the reference manuals. Coding conventions and basic coding guidelines are also covered in this course. Pre-requisite: ME2540

ME2535 PROCEDURAL CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS
This course introduces the basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The identification of the services and procedures to be coded and navigations of the coding manuals for code assignment will be applied in this course. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (HCPCS) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement will be covered in this course. Pre-requisite: ME2530

ME2540 HEALTHCARE REIMBURSEMENT AND CLAIM CYCLE – 2.5 SEMESTER CREDITS
This course is an introduction to healthcare reimbursement.   An emphasis is placed on financial transactions between patients and medical staff in various settings. This course will focus on the application of funds received from third party payers for services rendered to patients. Pre-requisites: None

ME2550 HEALTHCARE SETTINGS, CLAIM CYCLE, AND CLAIMS PROCESSING – 4.0 SEMESTER CREDITS
Mastering the claim cycle and billing process is an essential skill in the allied health field. Students will learn to distinguish between different types of healthcare facilities (inpatient versus outpatient) and the services they provide. Emphasis is placed on setting up patient appointments, reimbursement stages, and claim form preparation. The importance of confidentiality and protected health information will be summarized. Pre-requisites: None

MG2150 INTRODUCTION TO LEADERSHIP AND MANAGEMENT – 3.0 SEMESTER CREDITS
This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Various leadership/management styles will be explored and how they can affect the medical office as well as how management creates a framework for action is explained. The role of the manager in mitigating risk is discussed. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management, decision-making, communication, planning, and organizing. Prerequisites: None

NA1110 NURSING ASSISTANT – 5.0 SEMESTER CREDITS
This course provides training in providing care and assistance with tasks related to the activities of daily living under the general supervision of a registered nurse or a licensed practical nurse including, but not limited to, personal care, patient rights, maintaining mobility, nutrition and hydration, collecting specimens, the use of assistive devices, data gathering (blood pressure, height and weight, etc.), handling blood and body fluid, cleaning resident care areas, recognizing and reporting abnormal findings, signs, and symptoms, basic first aid, CPR skills, and emergency care. Preparation for certification requirements is also included. HIV, BBP and HIPAA training are provided in this course. Prerequisites: None

NA3000 CLINICAL EXTERNSHIP – 1.0 SEMESTER CREDITS
Students are assigned to a healthcare facility under UMA faculty supervision and will complete 45 hours of clinical externship. Prerequisite: NA1110

PH1110 PHLEBOTOMY – 6.5 SEMESTER CREDITS
This course provides an introduction to Allied Health principles and covers the phlebotomist's role and responsibilities, laws, ethics and patient rights, laboratory standards, introduction to computers, patient/staff communication, aseptic concepts and infection control, HIV/AIDS core training, CPR and first aid for healthcare providers, anatomy and physiology of the circulatory system, basic equipment operation, and clinical techniques. Laboratory sessions are focused on student's learning the effective techniques of blood draws through repetition. Prerequisites: None

PH1115 ADVANCED PHLEBOTOMY – 4.0 SEMESTER CREDITS
This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition. The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification and desired by many employers. Prerequisite: MC2015

PH3000 CLINICAL EXTERNSHIP FOR PHLEBOTOMY – 1.5 SEMESTER CREDITS
Students are assigned to a healthcare facility chosen by the school staff and are under facility/staff supervision. Students will complete 80 hours of clinical externship. Prerequisite: PH1110

PS-1000 PSYCHOLOGY – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
In this course students, will be exposed to basic concepts and case studies pertaining to the many facets of the broad field of human psychology. Prerequisites: None

PS1000 PSYCHOLOGY - 3.0 SEMESTER CREDITS
(UMA Online Only)
This course introduces basic principles and concepts of human psychology. Through examination of case studies and interactive activities, students explore influences on human behavior such as motivation, emotion, sexuality, and group membership. Additionally, students will have the opportunity to investigate cognitive strategies human beings use to learn and organize information. These include a focus on attention, perception, recall and visualization. Prerequisites: None

PS-2100 WORKING WITH PEOPLE – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
This course provides students with knowledge and skill in improving human relations in the workplace.
Prerequisites: None

PS2100 WORKING WITH PEOPLE – 3.0 SEMESTER CREDITS

(UMA Online Only)
This course is designed to help students develop skills for effective human relations in the workplace. Through self-reflection and group activities, students will strengthen their approach to interpersonal communication while also learning how to apply this important skillset in diverse work environments. Topics in this course include personality types, working styles, and conflict resolution. Special attention is also given to organizational change and value diversity. Prerequisites: None

PS-2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
In this course students will cover topics in medical sociology as they pertain to current issues relating to health and illness, with an emphasis on the importance of race, gender, and social class in patient interactions.
Prerequisite: None

PS2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS (UMA Online Only)
Understanding patient relations is essential for any allied health professional. In this course, students will explore a variety of sociological aspects of the medical field as they relate to health and illness, disparities in healthcare, and communication with patients. An additional emphasis will be placed on patient rights and responsibilities (HIPAA) and provider responsibilities (HIPAA). Pre-requisites: None

RN1100 FUNDAMENTALS OF NURSING I – 3.5 SEMESTER CREDITS
This course provides the foundation for the nursing program. It introduces the student to the philosophy of nursing, nursing history and the standards of nursing practice. The nurse-client relationship, cultural diversity, nutrition, safety, communication, and therapeutic intervention are discussed as well as critical thinking, legal and ethical responsibilities, and infection control. The nursing process is introduced. In the skills laboratory, students focus on personal client care, physical comfort, safety and basic nursing procedures. Knowledge and skills are applied in a clinical setting during the clinical component of this course. This course includes 30 clinical hours. Prerequisites: None

RN1110 FUNDAMENTALS OF NURSING II – 4.0 SEMESTER CREDITS
This course is a continuation of RN 1100 and introduces the student to the health wellness continuum and evidence based practice. Discussion of the nursing process as an approach to nursing care continues with an emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Patient assessment is introduced and practiced in the nursing skills lab. Critical thinking as embodied in the nursing process is discussed and the concept of the nurse as provider of care, manager of care and member of the nursing profession is introduced and incorporated into the course content Normal functional health patterns are explored in the context of the physical, biological and social sciences and geriatric nursing is introduced. Theoretical knowledge and principles are applied in the skills laboratory and a geriatric clinical setting. This course includes 60 clinical hours. Prerequisite: RN1100

RN1120 PHARMACOLOGY/DRUG ADMINISTRATION – 2.5 SEMESTER CREDITS
This course introduces the student to basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Topics include major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.
Prerequisite: RN1100

RN2100 ADULT HEALTH NURSING I – 8.0 SEMESTER CREDITS
This is the first of three courses that focus on the care of adults with altered health states. The care of adult clients with uncomplicated medical-surgical alterations in health is discussed with an emphasis on the care of the geriatric client. Pathophysiologic mechanisms of disease are included as well as assessment and nursing management of the chronically ill and geriatric client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession is expanded and provides the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and geriatric clinical setting. This course includes 135 clinical hours. Prerequisites: RN1100, RN1110, RN1120

RN2110 ADULT HEALTH NURSING II – 6.0 SEMESTER CREDITS
This is the second of three adult-health nursing courses. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical settings. Students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. This course includes 120 clinical hours. Prerequisites: RN1100, RN1110, RN1120, RN2100

RN3100 MATERNAL INFANT NURSING – 4.0 SEMESTER CREDITS
This course focuses on the role of the professional nurse as a provider of care to the childbearing family. Client needs during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum of the client, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and

evaluation in childbearing setting. This course includes 45 clinical hours. Prerequisites: RN1100, RN1110, RN1120, RN2100

RN3110 PEDIATRIC NURSING – 4.0 SEMESTER CREDITS
This course focuses on the role of the professional nurse as a provider of care to children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings. This course includes 45 clinical hours. Prerequisites: RN1100, RN1110, RN1120, RN2100, SC2020

RN3120 PSYCHIATRIC NURSING – 4.0 SEMESTER CREDITS
This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in the care of clients with acute and chronic alterations in mental health and psychiatric disorders. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Theoretical knowledge is applied during clinical experience at a variety of mental healthcare settings. This course includes 45 clinical hours. Prerequisites: RN1100, RN1110, RN1120, RN2100

RN3200 ADULT HEALTH NURSING III – 3.0 SEMESTER CREDITS
This is the third of three adult-health nursing courses that focus on the care of adults with altered health states. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. This course includes 135 clinical hours. Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120

RN3210 NURSING MANAGEMENT AND LEADERSHIP – 3.0 SEMESTER CREDITS
This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are emphasized. Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120

RX1010 PHARMACY TECHNICIAN FUNDAMENTALS & COMPUTER APPLICATIONS
5.5 SEMESTER CREDITS
The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. It includes a study of CPR* and first aid. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined. *For online students: CPR Certification, if needed, must be obtained independent of this course. Prerequisites: None

RX1020 PHARMACOLOGY AND STERILE PRODUCTS & HIV/AIDS – 5.0 SEMESTER CREDITS
This course covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastic pharmacology including the study of HIV/AIDS. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management.
Prerequisites: None

RX1030 ANATOMY & PHYSIOLOGY AND PATHOPHYSIOLOGY I – 6.0 SEMESTER CREDITS
Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the

integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions. Prerequisites: None

RX2010 PHARMACEUTICAL CALCULATIONS AND PATHOPHYSIOLOGY II – 6.0 SEMESTER CREDITS
This course introduces students to the calculations performed by technicians in the pharmacy practice setting, and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is an in depth study of specific human diseases that emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for these specified diseases. Prerequisites: RX1010, RX1020, & RX1030

RX2020 DRUG/DOSAGE INTERACTION AND PHARMACY LAW & ETHICS – 6.0 SEMESTER CREDITS
This course covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on commonly used drug names. Provided in this course is a survey of federal and state laws governing pharmacy operations. Students will develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings. Prerequisites: RX1010, RX1020 & RX1030, & RX2010

RX2030 COMMUNITY & INSTITUTIONAL PHARMACY – 3.0 SEMESTER CREDITS
This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations. Prerequisites: RX1010, RX1020, RX1030, RX2010, & RX2020

RX2999 CERTIFICATION REVIEW – 2.0 SEMESTER CREDITS
This course is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam. Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030

RX3400 PHARMACY TECHNICIAN EXTERNSHIP – 4.0 SEMESTER CREDITS
In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab and serves 180 hours practicing the responsibilities and duties of a pharmacy technician. Students will also prepare a written report of their practical learning experience. Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, RX2030 & RX2999

SC-1040 GENERAL BIOLOGY – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
This course is an introductory biology course covering fundamentals of molecular structure such as atoms, molecules, and cells; energy and life; how life goes on – genetics; an introduction to evolution and diversity of life; and finally the living world as a whole – ecology. Prerequisites: None

SC1040 GENERAL BIOLOGY - 3.0 SEMESTER CREDITS
(UMA Online Only)
This course is designed to provide students with the fundamentals of biological science. Through the use of interactive collaboration activities, students have the opportunity to demonstrate their knowledge of the scientific
method as it applies to real-life examples. Additional topics in this course include organism classification, organic molecules, and the study of biological compounds. Prerequisites: None

SC1050 ECOLOGY – 3.0 SEMESTER CREDITS
In this course students will explore a variety of local, regional, and global environmental issues through a combination of math and critical thinking skills. Prerequisites: None

SC1060 INTRODUCTION TO MICROBIOLOGY – 4.0 SEMESTER CREDITS
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Prerequisites: None

SC1070 ANATOMY AND PHYSIOLOGY I – 4.0 SEMESTER CREDITS
This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. Prerequisites: None

SC1075 ANATOMY AND PHYSIOLOGY II – 4.0 SEMESTER CREDITS
This course is a continuation of the study of human anatomy and physiology begun in SC1070. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. Prerequisite: SC1070

SC1225 ESSENTIALS OF ANATOMY AND PHYSIOLOGY – 3.0 SEMESTER CREDITS
This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Prerequisites: None

SC2010 HUMAN NUTRITION – 3.0 SEMESTER CREDITS
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.
Prerequisites: None

SC-2020 HUMAN GROWTH AND DEVELOPMENT – 3.0 SEMESTER CREDITS
(Clearwater and Tampa)
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. Prerequisites: None

SC2020 HUMAN GROWTH AND DEVELOPMENT - 3.0 SEMESTER CREDITS
(UMA Online Only)
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult. The various patterns of behavior are explored, along with focus given to physical, intellectual, cognitive, personality, and social development. In addition, the impacts that personal health habits, parenting styles, and related inputs may have an impact on the life span development process are covered. Prerequisite: HS2305 in Health and Human Services Program Only

SC2100 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH PROFESSION – 3.5 SEMESTER CREDITS
This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will apply this fundamental knowledge to explain common diseases, disorders, and conditions. Prerequisites: None

SC2110 ANATOMY, PHYSIOLOGY, AND PATHOPHYSIOLOGY I - 4.0 SEMESTER CREDITS
Explaining the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis is essential to the allied health profession. This course includes information on all body systems along with the common conditions that affect them such as neoplasms, hypertension, and injuries. Finally, an overview on the most common procedures performed to treat injury and illness will be explained. Prerequisites: None

SO1050 SOCIOLOGY – 3.0 SEMESTER CREDITS
This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization. Prerequisites: None

SO1100 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT - 3.0 SEMESTER CREDITS
This course establishes a foundational knowledge of human behavior in the social environment (HBSE). Students explore how biological, sociological, and psychological theories apply to the assessment, intervention, and evaluation of human behavior in the context of the broader social environment. Particular attention is focused on the perspectives of paradigms, groups, culture, race, and poverty.
Prerequisite: SC2020

SO2050 DIVERSITY IN HEALTHCARE SETTINGS – 3.0 SEMESTER CREDITS
Diversity in Healthcare Settings presents human diversity through the integration of personal and organizational perspectives, research, and theories while discussing teamwork, communication, leadership, conflict, social networking, and other issues in the workplace, at school, and in the community. Additionally, the content in this course will be examined through the lens of healthcare. Pre-requisites: None

SO2100 DIVERSITY IN THE WORKPLACE – 3.0 SEMESTER CREDITS
In this course, students will be exposed to a variety of organizational perspectives, research, and theories on understanding the diversity that exists within and between social groups in the workplace. Prerequisites: None

SS1000 STUDENT SUCCESS - 1.0 SEMESTER CREDIT
Offered at the beginning of every program, this course fosters the essential skills required for success in school, work and life. Through an examination of four critical themes, students will explore applications of self-efficacy, time management, study skills and effective communications as well as personal and professional reflection. This engaging, hands-on course provides students with an opportunity to envision their career path, goal-set, and build effective conflict resolution skills while exploring various support services throughout UMA. Through various interactive exercises, students will be able to apply a deeper understanding of themselves, their career path and their learning preferences to their studies and long-term goals. Upon completion of this course, students will create their own UMA Academic Success Plan that will serve as a personal commitment to their professional and educational goals. Prerequisites: None

SS2000 CAREER SUCCESS - 2.0 SEMESTER CREDITS
In this course, students will have an opportunity to revisit their personal and professional goals as they prepare for interviews and placement in the allied healthcare field. Through the exploration of job search skills, resume writing, interview preparation, group dynamics, and workplace behaviors, students will apply essential understandings to a career in the healthcare field. A variety of planning and preparation activities are integrated into the delivery of this course including the development of a professional portfolio. Prerequisite: To be taken in the student's final semester of course work.

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