



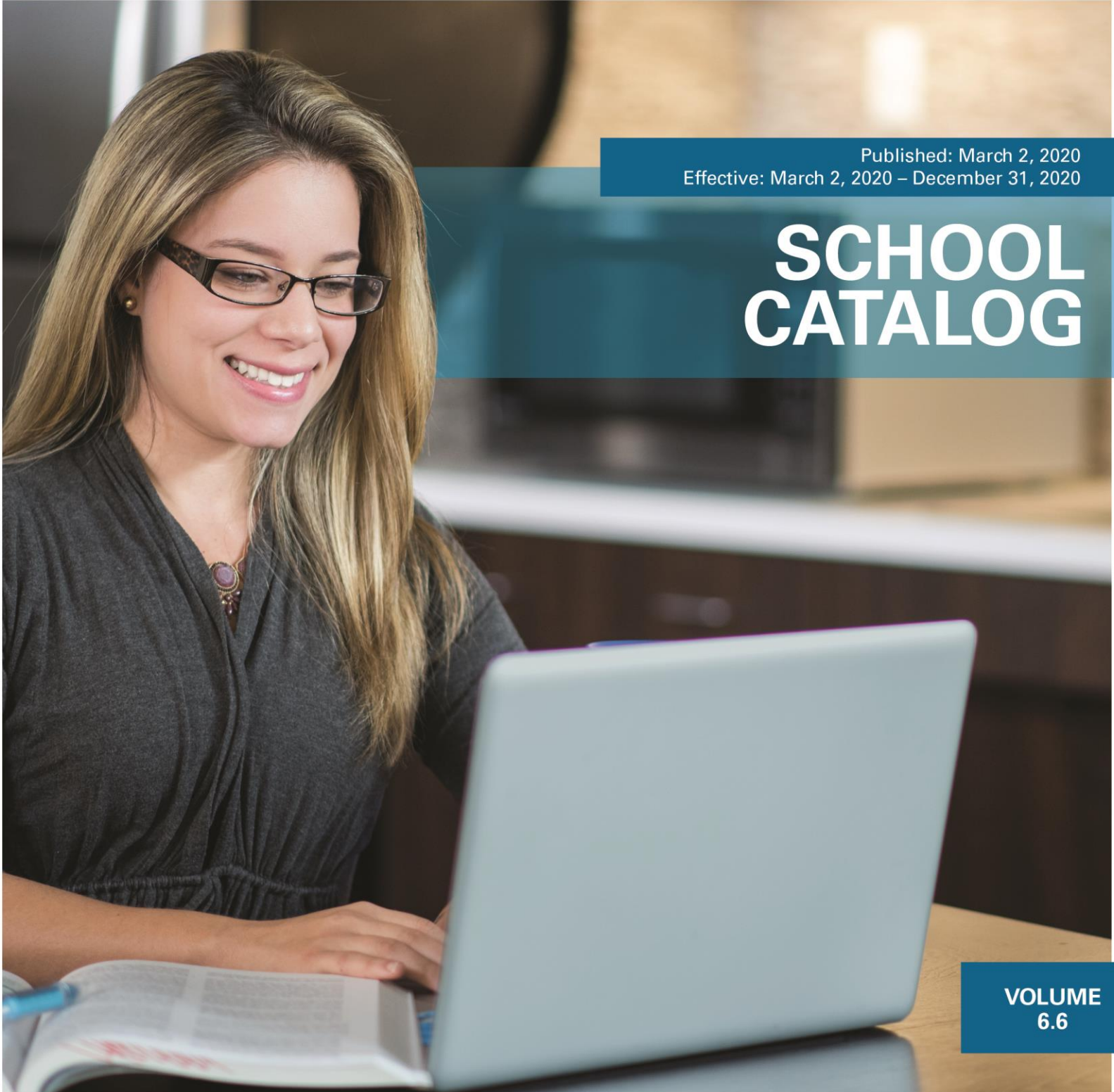
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# SCHOOL CATALOG

VOLUME  
6.6



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

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3101 W. Dr. Martin Luther King, Jr. Blvd.  
Tampa, FL 33607  
888-205-2456

CIE License Numbers: Clearwater 1606 | Online 4379  
ABHES Accreditation Numbers: Clearwater I-213 | Online I-213-02

# A LETTER FROM THE PRESIDENT OF ULTIMATE MEDICAL ACADEMY

Welcome to Ultimate Medical Academy, where we equip and empower students to excel in healthcare careers. As a nonprofit institution, it is our mission to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

There is a growing need for skilled healthcare professionals in the United States. According to the Center for Health Workforce Studies and the Bureau of Labor Statistics, between 2016-2026, more than 11 million workers will be needed to fill new and open healthcare positions. That's more than the population of most U.S. states. UMA faculty and staff are dedicated to helping students meet this rising demand.

At UMA, we care about students and their goals, and we support them through every step of their journey, both inside and outside of the classroom. We offer academic programs that are designed to match workforce needs delivered through interactive, online courses as well as hands-on training at our campus in Clearwater, Florida. We also offer academic assistance, tutoring, financial guidance and more to ensure students have the best chance at success, and our support continues after graduation with our career and alumni services.

By pursuing careers in healthcare, UMA students are not only helping to improve their own lives, they're helping to improve the lives of others, too. Whether you're a potential student, team member, business partner or supporter, I invite you to learn more about UMA by exploring our website or contacting us.

Best regards,

A handwritten signature in black ink that reads "Tom Rametta". The signature is written in a cursive, slightly slanted style.

Thomas Rametta  
President and CFO

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Ultimate Medical Academy 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 the catalog, UMA issues a Catalog Addendum. The catalog is not a contract; however, students are required to adhere to all policies as outlined in the catalog 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
- Faculty and Program Leadership
- Holiday Schedule
- Office Hours



# 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 training healthcare professionals. In January 2005, the school was acquired by Ultimate Medical Academy, LLC and expanded its program offerings, and launched online programs. In March 2015, Clinical and Patient Educators Association (CPEA), a 501 (c)(3) nonprofit organization, acquired UMA. UMA continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. The board of trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Theodore Polin (Vice Chair), Richard Friedman, Matthew Wootten, Christopher Hawk, M.D., Steve Burghardt, Ph.D., Sheila McDevitt, and Thomas Rametta (President and CFO). 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

Darlyne Bailey, Chair of the Board

Theodore Polin, Vice Chair of the Board

Thomas Rametta, President and Chief Financial Officer

Robert (Geordie) Hyland, Executive Vice President

Linda Mignone, Executive Vice President and Chief Marketing Officer

Nicole Anzuoni, General Counsel and Corporate Secretary

Jeffrey Reese, Assistant Corporate Secretary

## 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 diverse, inclusive teams produce breakthrough results. We strive to build and maintain positive relationships with colleagues from all types of backgrounds by showing respect and humility when interacting with each other and resolving conflicts in a constructive manner. By working together, we win together, ensuring that the goals of the institution 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/practicums 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.

#### **DIVERSITY STATEMENT**

At Ultimate Medical Academy, we recognize and value distinct life experiences and perspectives. UMA seeks to inspire our employees, and in turn our students, by creating a culture where diversity, inclusion, and respect for others are championed.

### **SCHOOL LICENSURE, ACCREDITATION AND APPROVALS**

Students have the right to review all documents describing accreditation, approval and licensing. Accreditation and approval documents are on display in the main reception areas of the Clearwater and Online locations. These documents are also available by request from:

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

**COMMISSION FOR INDEPENDENT EDUCATION (CIE)**

Ultimate Medical Academy 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 | Online 4379

**ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)**

UMA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). 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 Online location is considered a non-main campus. 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 | UMA Online I-213-02

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

The Health Information Management accreditor of Ultimate Medical Academy's Health Information Technology program is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Ultimate Medical Academy's accreditation for the Health Information Technology associate degree has been reaffirmed through 2025-2026.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL 60601; by phone at 312-235-3255; or by email at [info@cahiim.org](mailto:info@cahiim.org).



**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). The Continuing Medical Education programs are not included within the institution's grant of accreditation from ABHES.

**FLORIDA BOARD OF NURSING**

The Nursing Assistant program at the Clearwater campus is 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 campus 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 the Clearwater campus and UMA Online.

### **STATE AUTHORIZATION FOR DISTANCE EDUCATION**

Licensing agency contact information can be viewed at:

[ultimatemedical.edu/agencycontactinformationonline.pdf](http://ultimatemedical.edu/agencycontactinformationonline.pdf)

## **STATE/TERRITORY SPECIFIC INFORMATION**

It is important that online students are aware of their state/territory requirements for enrollment and employment. Requirements vary by state/territory. Therefore, students are required to notify UMA at [statechange@ultimatemedical.edu](mailto:statechange@ultimatemedical.edu) and request authorization if they plan to move to or intend to work in any other state/territory following enrollment. Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program.

The following section contains important, state/territory 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 State of Alabama, Alabama Community College System.

#### **Alaska**

- Ultimate Medical Academy is exempt from authorization by the Alaska Commission on Postsecondary Education.
- Ultimate Medical Academy's programs are exempt from authorization under AS 14.48 and 20 AAC 17 because the programs are online or distance delivered and do 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 authorization to offer online programs by the California Bureau for Private Postsecondary Education.

### **Colorado**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Commission on Higher Education and Department of Higher Education – Division of Private Occupational Schools.

### **Connecticut**

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

### **Delaware**

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

### **Florida**

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

### **Georgia**

- Ultimate Medical Academy is authorized to offer online programs under the Nonpublic Postsecondary Educational Institutions Act of 1990 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 Commission for Higher Education/Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

### **Iowa**

- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code section 261B.7.

### **Kansas**

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing UMA to legally operate a postsecondary educational institution in the state of Kansas.

### **Kentucky**

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

### **Maryland**

- Ultimate Medical Academy is registered with the Maryland Higher Education Commission (MHEC) to offer fully online programs to residents of Maryland. As a condition of the registration, UMA must comply with the following Code of Maryland Regulations (COMAR): 13B.05.01.11; 13B.02.01.21; 13B.05.01.10.

### **Massachusetts**

- Ultimate Medical Academy is currently not enrolling students 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 to 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 program requirements: 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 is authorized to offer online programs by the Montana Board of Regents.

### **Nebraska**

- Ultimate Medical Academy has been granted a Certificate of Approval to Recruit 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 is licensed by the New Mexico Higher Education Department.

### **New York**

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

### **North Carolina**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the North Carolina Board of Governors.

### **North Dakota**

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

### **Ohio**

- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Department of Higher Education.
- Ultimate Medical Academy's approval from the Ohio Department of Higher Education is limited to offering on-ground experiences.

### **Oklahoma**

- Ultimate Medical Academy is licensed by the Oklahoma Board of Private Vocational Schools.

### **Oregon**

- Ultimate Medical Academy is authorized to offer online programs by the Oregon Higher Education Coordinating Commission, Office of Degree Authorization.

### **Pennsylvania**

- Ultimate Medical Academy is registered in Pennsylvania as an out-of-state distance education provider to enroll residents of 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 currently not enrolling students in the state of Rhode Island.

### **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.

### **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.

### **Washington D.C.**

- Ultimate Medical Academy is currently not enrolling students in Washington D.C.

### **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 has received Registry of Exempt Institution Certification from the Licensing and Accrediting Area of the Puerto Rico Council on Education.

### **U.S. Virgin Islands**

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

## ASSOCIATION MEMBERSHIPS

Ultimate Medical Academy is a member of the following associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Clearwater Regional Chamber of Commerce
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Diversity Council
- Greater Tampa Chamber of Commerce
- National Association of Student Financial Aid Administrators (NASFAA)
- Online Learning Consortium (OLC)

## 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 Online is a non-main campus of UMA. Contact information for both locations is listed below.

### **ULTIMATE MEDICAL ACADEMY – CLEARWATER (727-298-8685)**

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 – ONLINE (888-205-2456)**

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 covered parking. The area is serviced by public transportation. UMA occupies all four floors of the facility. This facility also houses administrative services shared by the Clearwater Campus and UMA Online. In addition, all distance education services are housed at this location. No courses are offered at this facility.

## DO NOT CALL POLICY

Student interaction is considered an important component of the experience at UMA; however, students may ask UMA representatives to place them on UMA's Do Not Call list. Once such request is made, UMA team members are not permitted to call or text students for a recruiting purpose unless the student's current record shows that the student has again given his/her consent to be contacted.

Do Not Call requests will not stop non-recruiting contact such as contact related to the student's active attendance at UMA, placement efforts, debt collection efforts, or legally mandated communications such as messages required by the U.S. Department of Education for federal student loan borrowers. Additionally, Ultimate Medical Academy may contact students regarding their enrollment and other educational services. Calls are recorded for quality assurance purposes.

UMA's Do Not Call policy is available on the school website at:

[ultimatemedical.edu/privacy-policy/](http://ultimatemedical.edu/privacy-policy/)



## NONDISCRIMINATION POLICY

Ultimate Medical Academy is committed to providing equal access to educational and employment opportunities. Ultimate Medical Academy prohibits discrimination based on 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 team members, 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, FL 33755	(727) 298-8685
Associate Provost, Programs and Academic Affairs	Online	3101 W. Dr. Martin Luther King, Jr. Blvd. Tampa, FL 33607	(813) 676-1653

For questions or concerns regarding UMA's Non-Discrimination policy, please contact:

UMA Cares  
(800) 509-5474  
[umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)

## SEXUAL MISCONDUCT RESPONSE AND PREVENTION POLICY

This policy applies to complaints of alleged Sexual Misconduct, as defined herein. Ultimate Medical Academy expressly prohibits any instances of Sexual Misconduct including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of UMA policy, and potentially applicable state and federal law. UMA is committed to fostering an environment where any type of Sexual Misconduct is promptly reported, and Sexual Misconduct complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the UMA Community. Regardless of the definitions provided below, anyone who believes they are a victim of Sexual Misconduct should seek immediate medical and/or safety assistance, and report the incident as soon as possible to an Associate Title IX Coordinator, the Title IX

Coordinator, or (for students) to UMA Cares (800-509-5474 or [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)) or (for employees) the HR Cares (888-333-5711).

## Definitions

**“Acquaintance Rape”** is a sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or co-worker. Acquaintance Rape includes forced, manipulated, or coerced Sexual Contact or penetration by a body part or object with someone who has not given or is incapable of giving Consent.

**“Associate Title IX Coordinator”** is a UMA employee appointed by the Title IX Coordinator who is responsible for receiving and conducting or overseeing the investigation into reports and complaints of Sexual Misconduct, and any conduct proceedings or implications that grow out of alleged Sexual Misconduct. The Associate Title IX Coordinator for student issues is Lisa McClure, [lmclure@ultimatemedical.edu](mailto:lmclure@ultimatemedical.edu) (813-676-1653). The Associate Title IX Coordinator for employee issues is Robyn Cooper, [rocooper@ultimatemedical.edu](mailto:rocooper@ultimatemedical.edu) (813-283-5142).

**“Clery Act”** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

**“Employee Conduct Policy”** refers to the policies titled “Business Ethics, Conduct & Compliance,” “Employee Conduct and Work Rules,” and “Sexual and Other Unlawful Harassment,” which are applicable to employees and which outline expectations for employees’ behavior and how potentially unacceptable behavior by employees will be addressed. A list of potential sanctions can be found in the UMA Employee Complaint Procedure policy.

**“Employee Complaint Procedure”** refers to the policy found in the employee handbook, available on UMA’s intranet, and is the vehicle by which an employee can bring to UMA’s attention any complaint relating to his/her experience with UMA or a member of the UMA Community, and have that complaint appropriately addressed.

**“Consent”** is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit consent does not imply Consent. Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute Consent. The manner of dress of the victim at the time of the offense does not constitute Consent. Past consent to Sexual Contact and/or a sexual history with the accused does not imply Consent to future Sexual Contact. A person who initially consents to Sexual Contact or penetration may withdraw continued Consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving Consent.

**“Dating Violence”** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**“Domestic Violence”** refers to felony or misdemeanor crimes of violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

**“FERPA”** means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

**“HR Cares”** is a hotline through which employees are encouraged to report questions or concerns, including allegations of Sexual Misconduct. Employees are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Employees can utilize the HR Cares hotline by calling 888-333-5711 and have the option of reporting anonymously.

**“One-Up Manager”** is an employee’s manager’s manager. It is the person responsible for receiving an employee’s complaint when his/her direct manager is implicated in that complaint.

**“Policy”** is defined as the policies and procedures of UMA, for example those found in this catalog, the employee handbook, on a UMA intranet, and the UMA website.

**“Rape”** is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving Consent.

**“Sexual Assault”** is defined as physical contact of a sexual nature against the victim’s will or without the victim’s Consent.

**“Sexual Contact”** means the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

**“Sexual Harassment”** means unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or employee is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education, employee’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the employee; or (3) Such conduct has the purpose or effect of unreasonably interfering with the employee’s/student’s welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

**“Sexual Misconduct”** is a broad term encompassing Sexual Harassment, Dating Violence, Domestic Violence, Rape, Sexual Assault, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**“Stalking”** is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits Stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

**“Student Conduct Policy”** refers to the policies in this catalog that outline the conduct expectations for students, including but not limited to the requirements noted in the Nondiscrimination Policy, the Sexual Misconduct Response and Prevention Policy, the Code of Conduct for Students Policy, the UMA Anti- Cyberbullying Policy, the Anti-Hazing Policy, and the Externship/Practicum/Clinical Courses Policy. Collectively, these policies outline expectations for students’ behavior and how potentially unacceptable behavior by students will be addressed, including potential sanctions like suspension and expulsion.

**“Student Complaint Procedure”** is UMA’s procedure by which a student can bring to UMA’s attention any complaint relating to his/her experience with UMA. It is UMA’s mechanism for investigating and trying to resolve complaints raised by students. The Student Complaint Procedure encompasses both the “Discrimination Grievance Procedures” and the broader “General Student Complaint Procedure/Grievance Policy,” both found in this catalog. If a student is unsure of which policy to follow, he/she can always contact UMA Cares at 800-509-5474 or [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu) for assistance with filing a complaint.

**“Title IX”** refers to the U.S. Department of Education regulation which governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination including investigating and remediating Sexual Misconduct by students, employees, or third parties.

“**Title IX Coordinator**” refers to the UMA employee who is ultimately responsible for overseeing UMA’s compliance with Title IX. UMA’s Title IX Coordinator is Sue Edwards, [sedwards@ultimatemedical.edu](mailto:sedwards@ultimatemedical.edu), (813-387-6784).

“**UMA**” means Ultimate Medical Academy and its affiliates.

“**UMA Cares**” is a hotline available to students seeking information or to file a complaint about any aspect of their experience at UMA. UMA Cares can be reached at [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu) or 800-509-5474.

“**UMA Community**” includes UMA students, faculty members or staff, and any other individuals associated with UMA. The Associate Title IX Coordinator or the Title IX Coordinator shall determine a person’s status in a particular situation.

## **PROCEDURES**

### ***Prevention and Awareness***

Acts that are deemed to fall under the definition of Sexual Misconduct by UMA are violations of the Student Conduct Policy and the Employee Conduct Policy, as well as the expectations of members of the UMA Community. These acts may also be crimes. To reduce the risk of Sexual Misconduct such as Sexual Assault from occurring among its students and employees, UMA is committed to providing awareness and prevention programming.

UMA will identify and provide programs to students, employees, and faculty, consistent with requirements of Title IX, VAWA, SaVE and other needs as determined on an ongoing basis. These programs will address all forms of Sexual Misconduct and include themes of awareness and primary prevention such as bystander intervention and the establishment of community norms.

### ***Reporting Sexual Misconduct to UMA***

Acts of Sexual Misconduct, including Dating Violence, Domestic Violence, Rape, Sexual Assault, Sexual Harassment, and Stalking are subject to disciplinary action by UMA. Victims may file a complaint of Sexual Misconduct with the Associate Title IX Coordinator through UMA Cares (800-509-5474 or [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)) or for employees, through HR Cares (888-333-5711) or with the Title IX Coordinator.

If the victim wishes to contact local community agencies and/or law enforcement for support, UMA will assist the victim in making these contacts. The UMA official who receives notification of the misconduct will offer assistance from UMA to victims, which may take the form of opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available (such as no-contact or limiting orders, campus escorts, transportation assistance, or targeted interventions). UMA may also provide referrals to counseling services, at the victim’s option. No victim is obligated to take advantage of these services and resources, but UMA considers them in the hope of offering help and support. Information regarding victim rights and options is available through the following resource:

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. The National Sexual Assault Hotline is available 24/7:

Telephone: 800-656-HOPE (4673)

Online chat: [rainn.org/get-help](https://rainn.org/get-help)

State specific resources: [rainn.org/state-resources](https://rainn.org/state-resources)

### ***Investigation and Disciplinary Action by UMA***

When the victim chooses, or UMA believes it is necessary, UMA will initiate a prompt, fair and impartial investigation. If allegations are substantiated based on the totality of the circumstances, the respondent may be subject to the Student Conduct or Employee Conduct Policies, which may result in the imposition of sanctions or discipline based upon a preponderance of evidence (what is more likely than not). The Student Complaint Procedure and Student Conduct Policies describe reporting, investigation and resolution processes for student misconduct and can be found in this catalog. The Employee Complaint Procedure and Employee Conduct Policies describe reporting,

investigation and resolution processes for employee misconduct and can be found in the employee handbook, available on the employee intranet.

The Title IX Coordinator will monitor and oversee the investigation and resolution of Sexual Misconduct reports and assure compliance with this policy. Furthermore, the Title IX Coordinator will work with UMA administrators to identify and initiate strategies intended to remedy the effects on the victim and the UMA Community to the extent practicable, and to reasonably prevent the recurrence of similar misconduct.

Privacy of the records specific to Sexual Misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, UMA will disclose pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of Sexual Misconduct to the alleged victim. Confidentiality will be maintained whenever possible; however, UMA reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

Any individual wishing to discuss an instance of Sexual Misconduct without triggering an investigation by UMA should seek referral to external mental health counseling services. Students and employees may seek support through the UMA Student Guidance Center at 866-797-1622.

It is UMA's policy to hold perpetrators of Sexual Misconduct, including interpersonal violence like Sexual Assault, prohibited Sexual Contact, Stalking, dating and Domestic Violence in any form, accountable for their actions through appropriate Student Conduct or Employee Conduct Policies, and by working with community agencies and law enforcement as appropriate. Mediation will not be used to resolve an allegation of Sexual Misconduct.

*For students:* Please see the definitions section above for a list of proscribed conduct that constitutes a violation of this policy. Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Student Conduct Policy found in this catalog. This policy statement is not intended to replace or substitute for the Student Conduct Policy. This policy is a supplement to the community standards that the Student Conduct Policy sets forth. Alleged violations of this policy will be referred to the applicable Associate Title IX Coordinator for appropriate review. All parties in a proceeding under the Student Conduct Policy will be informed of UMA's appeal processes, and their rights to request an appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed, and will be notified when the results of the resolution process become final.

*For faculty and staff (all employees):* Appropriate disciplinary sanctions for violations of this policy will be imposed in accordance with applicable UMA policies and procedures, including the Employee Conduct Policy, available in the employee handbook, posted on the employee intranet. For offenses including harassment, Domestic Violence, Dating Violence and Stalking, possible sanctions include warning, probation, limiting order, change in job assignment, office relocation, reduction of compensation, and termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension or termination of employment. In addition, violations of this policy may trigger application of law. Employees who are made aware of a possible violation of this policy are required to contact their manager or One-Up Manager and the Associate Title IX Coordinator or the Title IX Coordinator. Employees can also submit anonymous reports of Sexual Misconduct by utilizing HR Cares at 888-333-5711. Employees should contact the Associate Title IX Coordinator or the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

*For everyone:* Disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, UMA reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of any or no criminal prosecution. Violations of this Policy by a visitor, volunteer, vendor, agents, or other third parties affiliated with UMA may also result in the termination of pre-existing or future relationships. In any complaint of Sexual Misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities

for a support person or advisor of their choice throughout the process and consistent with guidelines set forth in the applicable handbook. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree appropriate, and always when the sanction or discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party and should occur as near to simultaneously as possible.

#### **Disclosure of Legal Charges or Convictions**

If information comes to UMA's attention that a current UMA student or employee has been charged with or convicted of a sexual misconduct offense by a legal or administrative tribunal (including but not limited to attaining registered sex offender status), in addition to the investigative procedures described in this section, UMA will:

- **For students:** Confirm the information with the student and, as appropriate and available, external databases, and discuss with the student the impact that the offense may have on his/her employment (and, if applicable, certification, registration, or licensure) prospects.
- **For employees:** Confirm the information with the employee and, as appropriate and available, external databases, and if the offense occurred before the employee's employment with UMA, consult the employee's employment application to see if the offense was disclosed. If the offense occurred before the employee applied for employment and was not appropriately disclosed, the employee may be subject to disciplinary action, up to and including termination. If the offense occurred during the employee's employment with UMA, it will be considered consistent with this policy, and with Policy 104 "Background Checks" in the UMA Employee Handbook.

#### **Procedures to Follow After a Sexual Misconduct Incident**

Students or employees of UMA who are victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, Rape, and Acquaintance Rape on campus or off campus have the option and are encouraged to contact local law enforcement authorities.

Whenever possible victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that Sexual Misconduct such as Domestic Violence, Dating Violence, Sexual Assault, or Stalking occurred, or to obtain a protection order. Victims of Sexual Assault or Rape are strongly encouraged to report the incident as described in this policy to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. If requested, UMA will assist with notification.
3. Report the misconduct to the manager, the One-Up Manager, local UMA leadership, Associate Title IX Coordinator or Title IX Coordinator, or HR.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important, especially in the case of Sexual Assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.
5. Even after the immediate crisis has passed, consider seeking professional counseling. This can help to recover from psychological effects.
6. Contact the manager, One-Up Manager, local UMA leadership, Associate Title IX Coordinator or Title IX Coordinator, or HR if you need assistance with UMA-related concerns, such as implementing internal (non-judicial) no-contact orders or other protective measures. UMA may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders from a court or law enforcement.

Victims are not required to report an incident to law enforcement authorities, but UMA will assist victims who wish to do so. Anyone with knowledge about a Sexual Assault or other Sexual Misconduct is encouraged to report it immediately to an Associate Title IX Coordinator or the Title IX Coordinator to permit a coordinated report to the applicable law enforcement authorities if/as appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

Please refer to the “Resources for Victims of Sexual Misconduct” section of this policy for a link to resources for advice and assistance to victims.

### **Victim Rights**

UMA will take interim steps to protect victims of Sexual Misconduct and maintain a positive learning and working environment by minimizing or eliminating contact with the respondent and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX. Victims of Sexual Misconduct may request a change in their academic or employment arrangements by contacting the manager, One-Up Manager, local UMA leadership, HR, the Associate Title IX Coordinator or Title IX Coordinator. Victim’s rights include:

1. Upon notifying UMA of an incident of Sexual Misconduct, the victim will be informed of available options including the necessary steps and potential consequences of each option.
2. Where applicable, the victim will be informed of the institution’s role regarding orders of protection, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court.
3. The victim has the right to be free from undue coercion from any members of UMA to pursue or not pursue any course of action.
4. The victim has the right to be advised of her/his option to notify appropriate law enforcement authorities and be informed about how to receive assistance from UMA personnel in notifying these authorities, if requested.
5. The victim may receive information on how to make a confidential report for the purposes of tracking campus crime.
6. The victim has the right to be informed of the applicable disciplinary conduct process.
7. The victim has the same right as the accused to attend and have others present at student conduct hearings.
8. The victim has the right to be informed of the outcome of any student or employee conduct proceeding involving alleged Sexual Misconduct. In the case of student misconduct proceedings, the victim has the right to appeal the outcome.
9. The victim has the right to request a change in academic or employment conditions after the alleged Sexual Misconduct and to be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and/or community resources for counseling, advocacy, and other services for survivors of Sexual Assault.

*For faculty and staff (all employees):* In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options. For more specific instructions on how to properly comply with UMA’s Policy on Sexual Misconduct Response and Prevention, please consult with an Associate Title IX Coordinator or the Title IX Coordinator.

### **Retaliation**

UMA prohibits retaliation against anyone who reports an incident of Sexual Misconduct or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Any allegation of retaliation related to the investigation or resolution of a Sexual Misconduct allegation will be treated as an independent Title IX complaint requiring consideration of appropriate reparative interim action, as well as investigation and resolution as described in this policy.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with UMA’s complaint procedures. If following standard UMA procedures would result in the student or employee being required to submit his/her complaint to the person whom he/she believes is retaliating against him/her, the student or employee may submit the retaliation complaint directly

to an Associate Title IX Coordinator or the Title IX Coordinator, or to a campus leader or One-Up Manager, who should also inform the Title IX Coordinator.

Submission of a good-faith complaint or report of Sexual Misconduct will not adversely affect the complainant's future academic or work environment. UMA will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged Sexual Misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

### **Confidentiality**

UMA wishes to create an environment in which individuals feel free to discuss concerns and make complaints. UMA understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, UMA may be obligated to act when it becomes aware of information relating to a complaint.

Confidentiality in cases of Sexual Misconduct will be maintained to the extent permissible by law and consistent with UMA's obligations in investigating complaints. Once an individual discloses identifying information to UMA through the processes described above and in the applicable complaint procedures, he/she will be considered to have filed a complaint with UMA. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

If a student or employee wishes to speak with someone who can assure confidentiality, he/she is encouraged to access third-party counseling services available through the UMA Student Guidance Center at 866-797-1622.

### **Resources for Victims of Sexual Misconduct**

Community resources for victims of Sexual Misconduct are reviewed periodically and can be found in the Annual Disclosure Report, posted on the Student Consumer Information page of UMA's website.

To access this information, go to: [Student Consumer Information/Right to Know](#)

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. The National Sexual Assault Hotline is available 24/7:

Telephone: 800-656-HOPE (4673)

Online chat: [rainn.org/get-help/get-help](http://rainn.org/get-help/get-help)

State specific resources: [rainn.org/state-resources](http://rainn.org/state-resources)

## **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 Academy 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 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 to disclose their disability. If a student does not 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 requested at [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

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 the Office of Disability Services. To contact the Office of Disability Services, please call 888-333-1454 or email [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

## PREGNANT STUDENTS

*Title IX of the Education Amendments of 1972* prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. The prohibition includes discrimination against pregnancy or pregnancy related conditions.

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. Students may request an accommodation due to pregnancy, nursing, or pregnancy-related conditions through the Office of Disability Services at 888-333-1454 or email [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

## DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination based on 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 based on 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 team member, 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 UMA Cares whose contact information appears below, as soon as possible following the occurrence of the alleged discrimination.

UMA Cares  
(800) 509-5474  
[umacares@ultimatemedical.edu](mailto: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 persons, 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 (Clearwater) 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 (Clearwater) 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: [mocr@ed.gov](mailto:mocr@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 school 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, sale, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students or team members on UMA's property or as part of any UMA activity is prohibited. UMA may request drug screens for:

- Students preparing for externship or practicum, as required
- Graduates who request this service while qualifying for employment
- Any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or practicum site, on UMA's property, or while participating in any UMA activity/event. (Covered student includes any person taking courses (either Online or Clearwater and including but not limited to students who take time off between terms) or otherwise receive or are seeking to receive services from UMA.)

UMA publishes the Drug and Alcohol policies in its *Campus Safety and Security Report*. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The Clearwater report can be accessed through the following link:

[ultimatemedical.edu/pdfs/Drug-and-Alcohol-Abuse-Prevention.pdf](http://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 Clearwater campus in its *Campus Safety and Security Report*. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The report can be accessed through the following link:

### Clearwater

[ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.pdf](http://ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.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](http://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](http://ed.gov)). Additionally, the right to request and receive this information in writing is available by contacting the Campus Director or designee at UMA's Clearwater location during regular business hours or by emailing:

[umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)

## 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](http://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](http://nces.ed.gov/collegenavigator)

- The College Financing Plan is a consumer tool 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 College Financing Plan can be accessed at:

### Online

[portal.ultimatemedical.edu:90/ssproxy/Cmc.Campuslink.Webservices.ShoppingSheetProxy/ProspectRequest.aspx?CampusID=9](http://portal.ultimatemedical.edu:90/ssproxy/Cmc.Campuslink.Webservices.ShoppingSheetProxy/ProspectRequest.aspx?CampusID=9)

### Clearwater

[portal.ultimatemedical.edu:90/ssproxy/Cmc.Campuslink.Webservices.ShoppingSheetProxy/ProspectRequest.aspx?CampusID=5](http://portal.ultimatemedical.edu:90/ssproxy/Cmc.Campuslink.Webservices.ShoppingSheetProxy/ProspectRequest.aspx?CampusID=5)

- 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](http://consumerfinance.gov/paying-for-college)

# ADMISSIONS

## GENERAL ADMISSIONS REQUIREMENTS

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

- Successfully completed a valid high school or equivalent, as described in additional detail below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance recognized by the state where the student resides.
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents and attend a financial aid appointment.
- Students must successfully complete the Provisional Registration Period to officially register and be enrolled in their program.
- Satisfactorily complete a Level I background check by the eighth calendar day after the start except for students enrolled in the Health Sciences – Pharmacy Technician program at the Online campus and Patient Care Technician and the Nursing Assistant programs at the Clearwater campus. Whether the student has satisfactorily completed is in the sole discretion of UMA. Please refer to the Additional Admissions Requirements/Specific Program Information section in this catalog. Students may be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
  - Satisfactorily complete a Level I background check prior to beginning the Health Sciences – Pharmacy Technician program. Students will be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
  - Satisfactorily complete a Level II background check prior to the last day of the student’s provisional enrollment period for students enrolled in the Patient Care Technician and Nursing Assistant programs. Students will be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
  - Background check requirements may, at UMA’s discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements/Specific Program Information section in this catalog.

To satisfy the enrollment requirement regarding valid high school completion, 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.

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 by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

In addition to the general admission requirements and procedures, please refer to the Online Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

## **PROVISIONAL REGISTRATION STATUS**

All students starting a new UMA program will be registered on a provisional basis for the first course of their first term in the program. Provisionally registered students are not required to pay tuition and do not receive Federal Student Aid.

Those students in provisional status who, as determined by UMA, meet admissions criteria, 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 and in program-related employment will be officially registered and enrolled after they complete the first course of their first term and accept their official registration. At this point, students will become responsible for tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the student's program.

UMA may cancel provisionally registered students who are not meeting the previously listed requirements at any point during the provisional registration period.

Students who cancel during the provisional registration period, who fail to post attendance in accordance with UMA's Attendance policy upon the expiration of the provisional registration period, do not receive a passing grade in their first course, or who do not accept their official registration will be considered to have canceled while in provisional registration status and will not incur any tuition obligation to UMA.

## **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 if 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.

## UMA GRADUATES SEEKING TO ENROLL IN ADDITIONAL UMA PROGRAMS

UMA graduates who wish to enroll into another UMA program in a different track will need to meet additional criteria prior to enrolling. Graduates of a UMA diploma program moving to the corresponding UMA associate degree program are excluded from these requirements.

UMA graduates whose additional enrollment requires approval must meet the criteria listed below to be considered for enrollment into the additional UMA program:

- Must have a cumulative grade point average (CGPA) of 3.0 or higher from the prior UMA program.
- Must be in good academic standing with no dismissals or expulsions on record with UMA.
- Cannot have any UMA Student Code of Conduct or Scholastic Honesty violations on record.
- Must have graduated from their previous program more than 90 days prior to applying for additional enrollment.
- Must provide written response to Statement of Educational Commitment questions
- Must provide supplemental documentation to support essay.

Graduates should contact an admissions representative or re-entry advisor for additional information. UMA reserves the right to limit the number of multiple enrollments attempts.

## ADDITIONAL ADMISSIONS REQUIREMENTS/SPECIFIC PROGRAM INFORMATION

### DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)

### HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY

**Background Check:** A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program. Students may appeal background check eligibility decisions to UMA; UMA retains discretion as to whether a student's background check results meet admission requirements.

**Externship Requirement:** A 240-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

**Note:** Facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

### HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

**Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students may be cancelled/withdrawn if results are determined to be unsatisfactory.

**Note:** Although a drug screen is not an enrollment requirement, students enrolling in this program should be aware that they may be required to pass a drug screening to be employed in the field after graduation.

## **HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)**

**Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students may be cancelled/withdrawn if results are determined to be unsatisfactory.

**Practicum Requirement:** A 180-hour practicum is required in this program consisting of 45 hours at an approved healthcare facility and 135 hours in a virtual practicum setting. Due to state/territory regulations, students who reside in certain states/territories complete the practicum component in a 180-hour virtual practicum setting. All school rules apply to practicum hours. Practicum course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend practicum hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making practicum hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Please refer to the Health Information Technology Program Enrollment States/Territories Chart at the end of the Admissions section of this catalog.

**State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.

Note: In addition to a satisfactory Level I background check required for admission, facilities that accept students for externships/practicums/clinical may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

## **MEDICAL ASSISTANT (DIPLOMA)**

### **HEALTH SCIENCES – MEDICAL ASSISTANT (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY**

**Background Check:** A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program. Students may appeal background check eligibility decisions to UMA; UMA retains discretion as to whether a student's background check results meet admission requirements.

**Externship Requirement:** A 220-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

Note: Facilities that accept students for externships/practicums/clinical may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

## **NURSING ASSISTANT (DIPLOMA)**

**Background Check:** A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Students who do not pass the background check may be cancelled/withdrawn from the program.

**Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students who fail the drug screen may face dismissal.



**Externship Requirement:** A 45-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

Note: Facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your program director for further clarification.

### **PATIENT CARE TECHNICIAN (DIPLOMA)**

**Background Check:** A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Another background check will be run toward the end of the didactic/laboratory portion of the program prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

**Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students who fail the drug screen may face dismissal from the program.

**Externship Requirement:** A 180-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

Note: Facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

### **HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)**

**Background Check:** Satisfactory Level I background checks are required at the time of enrollment and prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

**Proof of Graduation:** Prospective students choosing to enroll in the Health Sciences - Pharmacy Technician program must provide proof of high school graduation from an acceptable high school or its equivalent. Health Sciences - Pharmacy Technician prospective students initially complete an attestation, but they must provide proof of high school graduation or equivalent within 30 days from the date the student is selected and informed of proof of graduation or equivalent 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 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 Health Sciences - Pharmacy Technician program.

**Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students who fail the drug screen may face dismissal from the program.

**Externship Requirement:** A 180-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

**State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Health Sciences - Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which UMA is currently enrolling students. In addition, many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student's background.

Note: In addition to a satisfactory Level I background check required for admission, facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

### **PHLEBOTOMY TECHNICIAN (DIPLOMA)**

**Background Check:** A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program.

**Externship Requirement:** An 80-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

Note: In addition to a satisfactory Level I background check required for admission, facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

## **EXTERNAL TRANSFER CREDIT FOR PREVIOUS EDUCATION**

UMA does not guarantee transfer of credits from UMA to another institution or from another institution to UMA. All potential credits are reviewed on a case-by-case basis and accepted credits are awarded at the discretion of UMA. UMA reserves the right to limit the age of transferable credits:

- Credits earned at another institution more than three years ago generally will not be accepted for UMA core credits or UMA technology courses.
- UMA reserves the right to waive any requirements or require additional proof of mastery through skill demonstrations.

- Students must complete a minimum of 30% of the total credits in the program for which they are enrolled at UMA.

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 contact the Registrar's Office at [transfercredit@ultimatemedical.edu](mailto:transfercredit@ultimatemedical.edu) to discuss possible transfer credits.

Students applying for credit in any of the categories described below must submit official transcripts to the Registrar. Official transcripts may not be issued to the student and must be sent to:

Ultimate Medical Academy  
Attention: Registrar Operations  
9309 N. Florida Avenue, Suite 100  
Tampa, FL 336012

Course descriptions and other supporting documentation may be required. Students are responsible for requesting their official transcripts and paying any required fees as required by their prior institutions. Upon review and approval, UMA grants appropriate credit and notifies students within 30 days.

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. DANES 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 for courses taken outside of UMA will be awarded a grade of "TC."

External transfer credits do not affect a student's Cumulative Grade Point Average (CGPA); however, they do affect a student's Pace of Progress (POP) and Maximum Time Frame (MTF). Please see the Satisfactory Academic Progress (SAP) section of this catalog, and specifically the Grade Identification and Related Impact on SAP Elements chart, for more information, and note that internal transfer credits are treated differently for purposes of SAP than external transfer credits.

UMA maintains a signed, written record of transfer credit granted for previous education by Registrar. 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.

## **OFFICIAL TRANSCRIPT POLICY FOR STUDENTS USING VA BENEFITS**

Students using veterans' 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' education 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. Failure to submit official transcripts from all institutions identified on the Postsecondary Education (Military Students Only) form will result in a termination of the student's veterans' educational benefits. If official transcripts cannot be obtained during the sixty-day period, the student may request an extension by emailing [militaryaffairs@ultimatemedical.edu](mailto:militaryaffairs@ultimatemedical.edu). The extension cannot exceed the end of the student's second semester/payment period. Refusal to submit official transcripts will result in an immediate termination of the student's veterans' educational benefits. Within 30 days of the receipt of official transcripts, the Registrar's office will issue an evaluation of transfer credits to the student.

## **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, Registrar must receive an official copy of all applicable transcripts.

- Official transcripts should 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.
- At the time of reentry to UMA and upon request from the student, external transfer credits will be reevaluated.

Upon review, UMA grants appropriate credit and notifies the student in writing within 30 days of receipt of official transcripts.

## **ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS**

(For additional information, please refer to Additional Associated Courses and Internal Transfer Credits Information in the Grading Scales section.)

UMA students who return to UMA are subject to having their courses reviewed. A student is subject to an expiration date review if he/she has not graduated from a UMA program. Any course codes that have changed will no longer apply if the course code is no longer a part of the program requirement, unless an equivalency crosswalk for the course code has been established by UMA. UMA core courses have an expiration date of 10 years if the student has not successfully completed the program; UMA reserves the right to review courses that are less than 10 years old if there have been significant curriculum changes. For Clearwater programs with practical laboratory competencies, a student reentering after one year is required to complete and pass a competency check off. Registrar will review courses upon reentry and unassociate any courses that no longer apply to the program due to the 10-year expiration timeframe.

Campus to campus transfers must be evaluated by the Registrar for eligibility for enrollment at the new UMA campus.

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

When same or equivalent 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.

## CREDIT FOR EXPERIENTIAL LEARNING

UMA does not grant transfer credit for work, life experience or professional certifications (e.g. Home Health Aid with active CNA license, certified phlebotomist, etc.).

## TRANSFER OF UMA CREDITS

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 another institution accepts UMA credits.

## 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 articulation agreements with the following institutions:

**Ashford University:** This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Ashford University with minimal delay and disruption in their educational process. Ashford University may admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into Ashford University's bachelor's degree programs, subject to university policies and procedures. Ashford University will individually evaluate credits earned at UMA to determine the applicability to the Ashford University programs and the eligibility for transfer credit acceptance.

**Bellevue University:** This agreement is designed to allow UMA graduates to transfer credits earned at UMA and accepted by Bellevue University with minimal delay and disruption in their educational process. Bellevue University will admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into Bellevue degree programs listed in Bellevue University's undergraduate catalog, subject to the university policies and procedures. UMA graduates applying for the Bachelor of Science in Nursing program at Bellevue University must hold an active RN license.

**Excelsior College:** This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Excelsior College with minimal delay and disruption in their educational process. Excelsior College may admit graduates of select UMA associate degree programs with a minimum CGPA of 2.0 into select bachelor's degree programs, subject to college policies and procedures. Excelsior College will individually evaluate credits earned at UMA to determine the applicability to the Excelsior programs and the eligibility for transfer credit acceptance. UMA graduates applying for the Bachelor of Science in Nursing program at Excelsior College must hold an active RN license.

**Purdue University Global:** This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Purdue University Global with minimal delay and disruption in their educational process. Purdue University Global may admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into Purdue University Global's bachelor's degree programs, subject to university policies and procedures. Purdue University Global will individually evaluate credits earned at UMA to determine the applicability to the Purdue University Global programs and the eligibility for transfer credit acceptance.

**Southern New Hampshire University:** This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Southern New Hampshire University (SNHU) with minimal delay and disruption in their educational process. Southern New Hampshire University may admit graduates of select UMA associate degree programs with a minimum CGPA of 2.0 into select SNHU bachelor's degree programs, subject to university policies and procedures. SNHU will individually evaluate credits earned at UMA to determine the applicability to the SNHU programs and the eligibility for transfer credit acceptance.

For additional information on UMA's articulation agreements, please contact [studentaffairs@ultimatemedical.edu](mailto:studentaffairs@ultimatemedical.edu).

## **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 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 assistant. 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/practicum 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 Program Director (Clearwater)/Certification Department (Online) to inquire about program specific requirements.

## **CRIMINAL BACKGROUND CHECKS AND DRUG TESTING**

Facilities that accept students for externships/practicums 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/practicum sites. UMA may also request drug screens for any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or practicum site, on UMA's property, or while participating in any UMA activity/event. (Covered student includes any person taking courses (either Online or Clearwater and including but not limited to students who take time off between terms) or otherwise receive or are seeking to receive services from UMA.)

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/practicums or employment.

Drug testing may be required by healthcare facilities before acceptance and/or during the externship/practicum. 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/practicum site and may be subject to withdrawal from the program.

Students who have questions regarding how these issues may affect their externship/practicum 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 involuntarily released from) an externship/practicum 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. Please see the General Admissions Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog for additional background check information.

## **SPECIAL MEDICAL REQUIREMENTS**

If required by an externship/practicum site or mentioned above, 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 negative PPD test or chest X-Ray. All students must sign a Rules, Regulations, and Releases form prior to attending externship/practicum. UMA highly recommends that those at risk consider the advantages of immunization and decide to receive the series from their own physician or area health department.

Students enrolled in the Dental Assistant with Expanded Functions, Medical Assistant, Nursing Assistant, Patient Care Technician, or Phlebotomy diploma and associate degree programs must be able to demonstrate the competencies of the program which can include bending, walking, and standing as required for their particular occupations prior to externship. Throughout the program, including externship, Nursing Assistant and Patient Care Technician students must also be able to demonstrate competencies related to lifting and positioning patients. Some programs may have additional requirements.

## ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS

Students enrolled in online programs must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

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 healthcare facility.

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 Clearwater courses. For example, while a Clearwater course uses small group discussions, an online class uses a threaded discussion board. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include simulations, application-based scenarios and multimedia presentations.

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

- Have reliable 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's resources and support teams
  - An overview of UMA's Learning Management System, i.e., Blackboard
  - Information regarding policies, navigating the online courseroom and resources which can aid in the learning process

To ensure students' online learning experience is satisfying, Ultimate Medical Academy requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
  - Recommended 2.0 GHz frequency or above CPU
- Mac computer (Intel Processor) with 1.83 GHz
  - Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 4 GB Memory (RAM) or above
- 1366 x 768 or higher computer screen resolution

- Speakers
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)

\*Chromebooks and mobile devices such as Tablets and Smart Phones are **NOT** fully compatible with all features within the online courseroom.

#### Operating Systems (OS):

- Windows OS: Windows 10
- Mac OSX: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 (Mojave), 10.15 (Catalina) or newer

\*Chromebooks Operating Systems and mobile devices such as Tablets and Smart Phones using mobile Operating Systems such as Android, iOS, or Windows Mobile are **NOT** fully compatible with all features within the online courseroom.

#### Software:

- Microsoft Office 2016, 2019 or 365\*  
\*Most recent versions are recommended
- Adobe Acrobat Reader (latest version) at [get.adobe.com/reader](https://get.adobe.com/reader)
- Adobe Flash Player\*\* (latest version), might be needed for some content, at [get.adobe.com/flashplayer](https://get.adobe.com/flashplayer)  
\*\*Certain browsers no longer support Flash Player plugins
- Java Plugin\*\*\* may be needed for some content at [java.com/en/download/](https://java.com/en/download/)  
\*\*\*Certain browsers no longer support Java plugins
- Some courses, especially computer and technology courses, may require additional software (detailed in each course)

#### Internet Browsers:

- Both Windows and Mac Computers:
  - Mozilla Firefox (stable channel) at [mozilla.org](https://mozilla.org)
    - Latest versions are not compatible with Flash Player
  - Google Chrome (stable channel) at [google.com/chrome](https://google.com/chrome)
    - Latest versions are not compatible with Flash Player
- Windows Based Computers:
  - Microsoft Edge Version 18+
    - Latest versions are not compatible with Flash Player
    - The latest Chromium based versions are provisionally compatible with Collaborate Ultra, used for web-meetings with some faculty members.
- Mac Based Computers:
  - Safari Versions 12+
- 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 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 in the Version field.
  - In **Safari**, select Safari then “Help” and About Safari. The version of Safari is in the Version field.

#### Internet Service Provider:

- A reliable high-speed internet connection is required (Upload and Download Speeds of at least 5 Mbps).



Browser Configurations:

- For all Internet Browsers:
  - Disable Pop-up Blocker
  - Enable Cookies in Browser
  - Enable JavaScript

#### **SUPPORTED DEVICES AND OPERATING SYSTEMS**

Online students must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

### **HEALTH SCIENCES - PHARMACY TECHNICIAN PROGRAM'S 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. State/Territory contact information is available at the following link:

<https://nabp.pharmacy/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/Territory 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/Territory Board of Pharmacy once they have successfully completed the UMA Health Sciences - 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 at [statechange@ultimatemedical.edu](mailto:statechange@ultimatemedical.edu) and request authorization if they plan to move to or intend to work in any other state/territory other than those in which UMA is actively enrolling/reentering for the Health Sciences - Pharmacy Technician program (a "non-enrollment state/territory"). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program.

The chart below outlines various states/territories and whether UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Health Sciences - Pharmacy Technician program:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician program.
- **Non-Enrollment State/Territory** – a state/territory where UMA is currently not enrolling/reentering students in the Health Sciences – Pharmacy Technician program.

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

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student’s background. 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. Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. State/Territory contact information is available at the following link:

[nabp.pharmacy/boards-of-pharmacy/](http://nabp.pharmacy/boards-of-pharmacy/)

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Guam, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due to regulatory requirements.
Alabama, Alaska, Arizona, Arkansas, Georgia, Idaho, Illinois, Indiana, Iowa, Michigan, Mississippi, Missouri, Montana, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	Additional Pharmacy Technician Information for Graduates
Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Arkansas, Georgia, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alabama	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Within the first six months after registration, pharmacy technicians must: <ol style="list-style-type: none"> <li>1. Complete a board-approved training program</li> <li>OR</li> <li>2. Pass a board-recognized pharmacy technician certification exam</li> </ol>
Alaska	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: <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal</li> <li>OR</li> <li>2. Certified Technician (must provide evidence of PTCB)</li> </ol>
Colorado	Beginning on 3/30/2020, graduates must obtain from the State Board of Pharmacy: <ol style="list-style-type: none"> <li>1. Provisional Certification – valid for no more than 18 months, during which time the applicant must obtain certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.</li> <li>OR</li> <li>2. Certification – submit application with evidence of active certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.</li> </ol>
Delaware	Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days.  Certified Pharmacy Technicians 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. Florida residents begin this process after graduation.

States/Territories	Additional Pharmacy Technician Information for Graduates
Idaho	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Technician-In-Training - obtain certification prior to the end of second renewal</li> <li>OR</li> <li>2. Certified Technician (must provide evidence of PTCB or ExCPT)</li> </ol>
Illinois	<p>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:</p> <ol style="list-style-type: none"> <li>1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure</li> <li>AND</li> <li>2. Copy of pharmacy technician program certificate or diploma</li> </ol>
Indiana	<p>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:</p> <ol style="list-style-type: none"> <li>1. Technician-In-Training - obtain certification prior to the end of first renewal</li> <li>OR</li> <li>2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT</li> </ol>
Iowa	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal</li> <li>OR</li> <li>2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT</li> </ol>
Kansas	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.</p>
Michigan	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Full Licensure – submit proof of passing the PTCB or NHA exams</li> <li>OR</li> <li>2. Limited License – requires verification of employment and is only valid during employment listed on application</li> <li>OR</li> <li>3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year</li> </ol>
Mississippi	<p>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.</p>
Montana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required</li> <li>OR</li> <li>2. Pharmacy Technician – certified by PTCB or ExCPT</li> </ol>

States/Territories	Additional Pharmacy Technician Information for Graduates
Nebraska	<p>Graduates must be registered with the State Board of Pharmacy to be eligible for work as a pharmacy technician in the state.</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technicians who register for the first time after January 1, 2016, shall be certified by a state or national certifying body approved by the board within one year from the registration date in order to be employed as a pharmacy technician in a healthcare facility.</li> </ol>
Oregon	<p>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 by passing a national certification exam through PTCB or the ExCPT 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.</p>
South Dakota	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Certified Technician - submit copy of certification from PTCB or ExCPT</li> </ol>
Wyoming	<p>Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification</li> </ol>

## HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES/TERRITORIES

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 on-site practicum experience at an approved healthcare facility or may require students to arrange for and acquire their practicum site. Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the practicum component of the Health Information Technology degree program. Students are required to notify UMA at [statechange@ultimatemedical.edu](mailto:statechange@ultimatemedical.edu) and request authorization if they plan to move to or intend to work in any other state/territory.

HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART		
All Enrollment	Virtual Practicum*	Do Not Enroll
Alabama	Guam	Connecticut
Alaska	Kentucky	Massachusetts
Arizona	Louisiana	New York
Arkansas	Nevada	North Dakota
California	New Hampshire	Puerto Rico
Colorado	North Carolina	Rhode Island
Delaware	Tennessee	Washington D.C.
Florida	Texas	
Georgia	Washington	

All Enrollment	Virtual Practicum*	Do Not Enroll
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kansas		
Maine**		
Maryland		
Michigan		
Minnesota		
Mississippi		
Missouri		
Montana		
Nebraska		
New Jersey		
New Mexico		
Ohio		
Oklahoma		
Oregon		
Pennsylvania		
South Carolina		
South Dakota		
U.S. Virgin Islands		
Utah		
Vermont		
Virginia		
West Virginia		
Wisconsin		
Wyoming		

\*Due to state regulations, students complete the practicum component in a virtual setting.

\*\*Due to state regulations, students must secure their own practicum facility. 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 Student Finance to help prospective students and their families clearly understand the student's financial situation before entering 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:

[ultimatemedical.edu/consumerinformation.pdf](http://ultimatemedical.edu/consumerinformation.pdf)

## CONTACT STUDENT FINANCE

Online Student Finance personnel are available by phone at 888-212-5421 or by emailing [onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu). Clearwater students should speak with the 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 [studentaid.ed.gov/sa/afsa](http://studentaid.ed.gov/sa/afsa). 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 GRANT

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's 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 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 Student Finance 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 STAFFORD LOANS

The Department of Education's Informed Borrowing Confirmation process must be completed once each award year for the first loan a borrower receives for that award year, starting with loans for the 2020-21 award year.

### FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS

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 students may be eligible to receive Federal Direct Subsidized Loans if they are a first-time borrower as of July 1, 2013. Eligible students may not receive Direct Subsidized Loans for a period that exceeds 150% of the published length of the academic program in which they are 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 annual award year maximum and grade level. The actual amount of unsubsidized loan is affected by several factors. The U.S. Department of Education does not pay the interest on Direct Unsubsidized Loans.

### **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 (CLEARWATER CAMPUS 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 Student Finance (see contact information above) or at:

[ultimatemedical.edu/consumerinformation.pdf](http://ultimatemedical.edu/consumerinformation.pdf)

## **ADDITIONAL SOURCES OF AID**

### **CHILDREN OF FALLEN HEROES SCHOLARSHIP ACT**

Under this scholarship, beginning with the 2018-2019 award year, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer can receive a maximum Pell Grant for the award year for which the determination of eligibility is made.

To qualify for this scholarship, a student must be Pell-eligible and have a Pell-eligible EFC (up to 5486 for the 2018-2019 award year, and up to 5576 for the 2019-2020 award year), and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship, as long as the student has a Pell-eligible EFC and continues to be an eligible student.

### **IRAQ AND AFGHANISTAN SERVICE GRANT**

Under this program, beginning with the 2017-2018 award year, a student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive a maximum Pell grant for the award year for which the determination of eligibility is made.

To qualify for this grant, the student must have been either less than 24 years old or enrolled at an institution of higher education at the time of his or her parent's or guardian's death.

### **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 veterans' educational 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).

Any individual who is entitled to educational assistance under Chapter 31 or Chapter 33 is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to

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 [benefits.va.gov/gibill](http://benefits.va.gov/gibill).



UMA a certificate of eligibility (COE) for entitlement to educational assistance under Chapters 31 or 33 and ending on the earlier of the following dates: The date on which payment from the VA is made to UMA; OR, 90 days after the date UMA certified tuition and fees following the receipt of the COE.

UMA does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that an individual who is entitled to educational assistance under Chapter 31 or Chapter 33 borrows additional funds due to the individual's inability to meet his or her financial obligations to UMA due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapters 31 or 33.

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.

### **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://mycareerworks.com/mycaa>

### **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

### **YELLOW RIBBON PROGRAM**

The Yellow Ribbon Program allows institutions of higher learning in the United States to enter 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.

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 [benefits.va.gov/gibill](https://benefits.va.gov/gibill).

Additional information on eligibility for veterans' educational benefits requirements and amounts offered is available from Student Finance ([onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu)) or [ultimatemedical.edu/military](http://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, Florida 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).

### SCHOLARSHIPS FOR CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS (CSDDV)

The Scholarships for Children and Spouses of Deceased or Disabled Veterans provides an award to eligible dependent children or unremarried spouses of qualified Florida veterans. Students must complete an error-free Florida Financial Aid Application (FFAA) no later than April 1. Applications received after April 1 will be awarded on a first-come, first-served basis if sufficient funds remain.

### 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 Student Finance (see contact information above) or at [ultimatemedical.edu/consumerinformation.pdf](http://ultimatemedical.edu/consumerinformation.pdf).

## INSTITUTIONAL AID

Please contact your Student Finance Office for additional information regarding eligibility requirements and amounts offered. Clearwater students should visit the Student Finance Office or call 727-298-8685. Online students should email [onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu).

### ACADEMIC SUCCESS GRANT

#### Online Campus

UMA offers an Academic Success Grant to dedicated associate degree seeking students who demonstrate a commitment to academic success by making significant academic progress towards the completion of their program, are directly enrolled in an associate degree program and who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed. Students who are diploma program graduates and subsequently reenroll into a corresponding associate degree program are not eligible.

Eligibility Criteria:

- The student must be directly enrolled in an associate degree program with a start date of 3/14/16 or later. Reenrolls, reentries or transfers are not eligible.
- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- The student must commit 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 the U.S. Department of Education to

reduce total indebtedness. The student must have an Information and Authorization form on file with UMA. In the event any excess funds resulting from the Academic Success Grant exceed 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.

- The student must not be receiving any other form of institutional aid.
- For qualifying enrollments on 10/4/16 or later, the grant will not exceed \$2,000 per student.

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce 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 in open award years.

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 this catalog's section "Return of Institutional Grant Funding" for a description of the calculation.

### **Clearwater Campus**

UMA offers an Academic Success Grant to dedicated students enrolled in a Health Sciences associate degree program who demonstrate a commitment to academic success by making significant academic progress toward the completion of their program, who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed.

#### Eligibility Criteria:

- The student must have successfully completed a diploma program at UMA and be enrolled in the corresponding Health Sciences associate degree program with a start date of 2/5/2018 or later.
- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- The student must commit 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 the U.S. Department of Education to reduce total indebtedness. The student must have an Information and Authorization form on file with UMA. In the event, any excess funds resulting from the Academic Success Grant exceed 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.
- The student must not be receiving any other form of institutional aid in his/her current enrollment.
- The grant will not exceed \$2,000 per student.

First, any outstanding institutional balance in the associate degree enrollment will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce 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 in open award years. If the student has only one academic year in the associate degree enrollment and all institutional debt and loan balances are satisfied, the recipient will be eligible to receive any remaining excess funds as a stipend.

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 this catalog's section "Return of Institutional Grant Funding" for a description of the calculation.

### **EDUCATION PARTNERS GRANT**

UMA offers the Education Partners Grant to students who are high school graduates of or participants of one of the schools, programs or organizations that are part of UMA's Education Partners program. To qualify, students must provide documentation of their graduation from or affiliation with a UMA Education Partner school, program or organization. Current Education Partners include:

- KIPP Houston Public Schools
- KIPP Houston KIPP Through College (KTC) Program

The student must be enrolled in the Health Information Technology or Health Sciences – Health Technology & Systems programs. To maintain eligibility throughout the program, the student must comply with all UMA's academic policies as outlined in this catalog.

The grant award is equal to 20% of the tuition charged for each semester of the program and disbursements will be made at the start of each semester. Students who fail to complete their education program will lose their remaining eligibility for future disbursements of the Education Partners Grant. UMA will complete a pro-rata refund calculation to determine the amount of the disbursed grant funding the student was eligible to receive. Please see this catalog's section "Return of Institutional Grant Funding" for a description of the calculation.

### **PERSEVERANCE GRANT**

UMA offers a Perseverance Grant to students who have previously attended Virginia College, Brightwood College, or Brightwood Career Institute at the time of the institution's closure in December 2018.

Eligibility Criteria:

The student will need to review and complete the Perseverance Grant agreement. The agreement details student requirements for participation in the UMA Perseverance Grant program.

To qualify, a student must:

- Have attended Virginia College, Brightwood College, or Brightwood Career Institute at the time of the institution's closure.
- Complete a UMA enrollment agreement on or before June 14, 2019, for one of the following programs: Health Sciences - Medical Administrative Assistant (Associate Degree); Medical Billing and Coding (Diploma); Medical Office Billing Specialist (Diploma); or Health Information Technology (Associate Degree).
- Transfer qualifying credits into UMA's Medical Administrative Assistant, Associates; Medical Billing and Coding, Diploma; Medical Office Billing Specialist, Diploma; or Health Information Technology, Associates programs. Note that the transfer evaluation will be performed via transcript review by UMA, and transfer credit acceptance is at UMA's sole discretion.
- Meet UMA's admission requirements.
- Comply with all UMA policies and procedures contained in UMA's Catalog.

Note that once enrolled, students will be required to complete at least 30 percent of their program credits in residency at UMA to complete their programs at UMA.

### **LAPTOP PROGRAM (ONLINE STUDENTS ONLY)**

UMA offers the laptop program to all new, first-time enrolling online students into an associate degree or diploma program. The laptop program is not applicable to UMA diploma program graduates who are reenrolling into an associate degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program and has already received a laptop.

Effective as of 2/4/2019 starts, students must be active at the time the laptop is shipping. Laptops should typically arrive at the student's home between weeks 4 and 5 of the student's program start date. Returning or re-enrolling online students enrolling in the associate degree and diploma programs may be eligible to purchase and/or finance a laptop as part of their financial aid (for those who qualify).

Upon receipt of a laptop, UMA expects the student to ensure the unit is fully functional. In the event a student receives a defective laptop, UMA and/or its laptop servicing partner will make all attempts necessary to resolve any mechanical issues. If UMA or its partner are unable to resolve the issue and it is determined that a replacement laptop is warranted, the student is responsible for returning the defective unit. If the defective unit is not returned to UMA's laptop distributor within 30 days of notification, the student will incur a charge for the original cost of the defective laptop.

Students who are eligible for the laptop program or are financing a laptop as part of their financial aid, are responsible for ensuring receipt of the unit. Students will receive an email from UMA upon shipment with the applicable shipping and tracking information. If the unit is not received by the student, UMA must receive notification within 30 days of the shipment date. Students must contact Learner Services by phone or Fulfillment by email ([fulfillment@ultimatemedical.edu](mailto:fulfillment@ultimatemedical.edu)) to report a missing shipment. Failure to notify UMA within the 30-day period will result in the student assuming full responsibility for the lost unit. Any replacement requested after 30 days will be at the student's expense.

## 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, electronic check (ACH), 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 Student Finance (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 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 [studentaid.gov/app/repaymentEstimator.action](https://studentaid.gov/app/repaymentEstimator.action).

#### **EXIT COUNSELING**

Upon separation from UMA, whether graduating, being dismissed, dropping below a half-time enrollment status, not returning from a leave of absence, 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 last date of attendance. The link to complete exit counseling is:

<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>

#### **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/sa/repay-loans](https://studentaid.ed.gov/sa/repay-loans)

**Deferment/Forbearance:** [studentaid.ed.gov/sa/repay-loans/deferment-forbearance](https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance)

**Cancellation:** [studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation)

**Consolidation:** [studentaid.ed.gov/sa/repay-loans/consolidation](https://studentaid.ed.gov/sa/repay-loans/consolidation)

If a borrower is having trouble making a payment, he/she should contact UMA's Financial Literacy Services at 888-205-2170 or [financialliteracy@ultimatemedical.edu](mailto:financialliteracy@ultimatemedical.edu). Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at [nslds.ed.gov/nslds/nslds\\_SA](https://nslds.ed.gov/nslds/nslds_SA).

#### **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. UMA, upon approval of disbursement, will post the funds to the student's account.

#### **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/feedback-ombudsman/disputes](https://studentaid.gov/feedback-ombudsman/disputes)

**Telephone:** 877-557-2575

**Fax:** 606-396-4821

**Mail:** FSA Ombudsman Group  
P. O. Box 1843  
Monticello, KY 42633

**NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

If UMA enters an agreement with a potential student, student or parent of a student regarding a Title IV, 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 [nslds.ed.gov/nslds/nslds\\_SA](https://nslds.ed.gov/nslds/nslds_SA)

# CANCELLATION AND REFUND POLICIES

## 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 during their first course, have their enrollment canceled without incurring any tuition charges. See the Provisional Registration Status section in this catalog for more details. Students should contact the Registrar ([umaregistrar@ultimatemedical.edu](mailto: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.

Clearwater Students: Contact the Registrar's Office in person, by telephone (727-298-8685), mail or email [officialWD@ultimatemedical.edu](mailto: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](mailto: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 refund 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 (excluding scheduled breaks of 5 calendar days or more) from the date the official notification was provided by the student to the Registrar's Office.

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

Clearwater students must complete the Intent to Cancel Withdrawal Request form electronically or the paper form provided by the Program Director/Learner Services.

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 return from a leave of absence

UMA will dismiss or expel any student who:

1. Violates the Student Code of Conduct or required policy and is used such sanction, 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 refund calculation and the institutional refund calculation. 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 all students in courses other than their first course at UMA, the other provisions in the Refund Policies section of this catalog apply to determine the appropriate refund amount.

## **INSTITUTIONAL REFUND POLICY**

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student’s last date of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

### **PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS**

Pertains to the following programs:

- 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 Assistant (Diploma)
- Patient Care 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 (except for the Health Sciences – Pharmacy Technician program). 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 program are charged based on the number of credit hours assigned to each payment period for all academic years.

A student no longer enrolled in 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:
  - 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.
  - 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.
  - Refunds are rounded to the nearest whole dollar.
- 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 (Diploma)
- Phlebotomy Technician (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.

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:
  - 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.
  - 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.
  - Refunds are rounded to the nearest whole dollar.
- 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:

- Health Sciences Concentrations (Associate Degree):
  - Dental Assistant with Expanded Functions
  - Healthcare Technology & Systems
  - Medical Administrative Assistant
  - Medical Assistant
  - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- 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 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.
- 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.
  - Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

## **INDIANA RESIDENTS' REFUND POLICIES**

### **PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR INDIANA RESIDENTS**

A student who resides in Indiana and who ceases enrollment at UMA is subject to the pro rata tuition refund calculation as outlined below, which is based upon the amount of assignments completed in a course. If a student is subject to a refund adjustment of tuition, UMA will adjust the student's account ledger with the proper associated percentage.

- Prior to the first day of a course, a student receives a refund of 100% of tuition charges.
- After the first day of the course until the student completes 10% of the assignments, a student receives a tuition adjustment of 90% of the course charge.
- After completing 10% of the assignments, but prior to completing 25% of the assignments, a student receives a tuition adjustment of 75% of the course charge.
- After completing 25% of the assignments but prior to completing 50% of the assignments, a student receives a tuition adjustment of 50% of the course charge.

- After completing 50% of the assignments but prior to completing 75% of the assignments, a student receives a tuition adjustment of 25% of the course charge.
- After completing 75% of assignments, a student receives no tuition adjustment.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

## **IOWA RESIDENTS' REFUND POLICIES**

### **PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR IOWA RESIDENTS**

Pertains to the following programs:

- Health Sciences – Pharmacy Technician (Associate Degree)

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

- Tuition is charged per payment period for all courses scheduled for that payment period.

If students cease enrollment at UMA between day eight and the end of the payment period, students receive a pro rata refund of tuition 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 payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- 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 (inclusive of holidays).
- Students withdrawing on the payment period ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia \*and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or

- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

\*Underscore indicates retroactive to July 19, 2013.

#### **PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR IOWA RESIDENTS**

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
  - Healthcare Technology & Systems
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

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

- Tuition is charged per term for all courses scheduled for that term.

If students cease enrollment at UMA between day eight and the end of the term, students receive a pro rata refund of tuition 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 term by the number of calendar days in the term in which the withdrawal occurred.
- The number of calendar days in a term is defined as the number of calendar days from the start of a term until the last day of the last course a student was scheduled to attend in the term (inclusive of holidays).

- Students withdrawing on the last date of the term date do not receive a refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia \*and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

\*Underscore indicates retroactive to July 19, 2013.

#### **PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR NEW MEXICO RESIDENTS**

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
  - Healthcare Technology & Systems
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)

- 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.

Students enrolled in UMA term programs are billed by semester. The student may be scheduled for up to three 5-week modules within a semester. Students are only billed for the modules they are scheduled to attend. A copy of the student's schedule is available by contacting the Registrar's Office.

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

- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process prior to the start or on the first day of the semester, the student receives a 100% tuition refund.
- If students withdraw under the UMA withdrawal process after the second day 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.
  - Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

## **OREGON RESIDENTS' REFUND POLICIES**

### **PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR OREGON RESIDENTS**

A student who resides in Oregon who ceases enrollment at UMA receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course and if a student does not begin attendance during the first seven calendar days of a program, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.

- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

## **WISCONSIN RESIDENTS' REFUND POLICIES**

### **PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR WISCONSIN RESIDENTS**

Pertains to the following programs:

- 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.

Students enrolled in the Health Sciences – Pharmacy Technician program 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:
  - 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.
  - 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.
  - Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

UMA is required to perform institutional refund calculations (pro-rata) for all students who no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an



Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

#### **PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR WISCONSIN RESIDENTS**

Pertains to the following programs:

- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Health Sciences (with Concentrations except Pharmacy Technician) (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Billing and Coding (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

A student who resides in Wisconsin and who ceases enrollment at UMA receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course and if a student does not begin attendance during the first seven calendar days of a program, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.
- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail 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 date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. 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. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

#### **RETURN OF TITLE IV FUNDS POLICY**

This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. 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 number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

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. 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, 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 grant 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 are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence, 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 number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

UMA respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their educational records. FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. UMA sends electronic notifications to students of their rights under FERPA. UMA also discloses students' FERPA rights in the UMA Catalog as follows:

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

- A student's right to inspect and review their education records within 45 days of the day UMA receives a written request for access.
  - A student should submit a written request that identifies the record(s) the student wishes to inspect to the Registrar's office at [umaregistrar@ultimatemedical.edu](mailto:umaregistrar@ultimatemedical.edu) 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.
- A student's right to request an amendment of their education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask UMA to amend a finance record should write to the Registrar's office at [umaregistrar@ultimatemedical.edu](mailto:umaregistrar@ultimatemedical.edu), clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - 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.
- A student's 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.
  - **School Officials with Legitimate Educational Interests:** One example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable, non-directory information to school officials with legitimate educational interests. UMA discloses education records to these persons without a student's prior written consent.
    - 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 team members 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.
    - A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for UMA.
  - **Health and Safety:** Another example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable information to the appropriate parties (e.g., law enforcement officials, trained medical personnel, public health officials, and parents) to protect the health or safety of the student or other individuals. To qualify under this exception, the situation must present an actual, impending, or imminent danger to the student or other individuals. This action is not taken lightly and personally identifiable, non-directory information will only be disclosed pursuant to this exception under circumstances that present actual, impending or imminent danger. This exception is limited to the period of the emergency.

- **Directory Information:** UMA may also 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 expressly 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 at [umaregistrar@ultimatemedical.edu](mailto:umaregistrar@ultimatemedical.edu). UMA has designated the following information as Directory Information:
  - Student’s name
  - Address
  - Telephone listing
  - Photograph
  - Program of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities
  - Degrees, honors and awards received
  - Student ID number
- **Other Schools:** UMA may, upon request, disclose directory information, without consent, to officials of another school in which a student seeks or intends to enroll or has enrolled.
- A student has 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.
- Report any suspicious activity to your assigned faculty member.
- The use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition or any other weapon, on or at any UMA campus or event is strictly prohibited.

## CODE OF CONDUCT FOR STUDENTS POLICY

### ARTICLE I: TERMINOLOGY

1. The terms “School” or “UMA” means Ultimate Medical Academy.
2. The term “covered person” includes any person taking courses (either Online or Clearwater and including but not limited to students who take time off between terms), or otherwise receiving or seeking to receive services from UMA.
3. The term “faculty member” means any person hired by or contracted with UMA to conduct instructional activities.
4. The term “UMA staff” means any person employed by UMA who is not a faculty member.

5. The term “member of the UMA community” includes students, faculty members or UMA staff, and any other individuals associated with UMA. The conduct administrator shall determine a person’s status in a particular situation.
6. The term “UMA sites” includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by UMA (including parking lots, adjacent streets and sidewalks) including the learning management system, UMA social media sites and other UMA platforms and devices.
7. The term “conduct panel” means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term “conduct administrator” means a UMA official authorized by UMA to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent UMA from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
  - a. The conduct administrator for the Clearwater campus is the Campus Director or designee and can be contacted at ([studentconduct@ultimatemedical.edu](mailto:studentconduct@ultimatemedical.edu)).
  - b. The conduct administrator for the online learning site is the Vice Provost of Programs and Academic Affairs or designee and can be contacted at ([studentconduct@ultimatemedical.edu](mailto:studentconduct@ultimatemedical.edu)).
9. The term “policy” is defined as the policies, rules and procedures of UMA including, but not limited to, those found in the school catalog.
10. The term “organization” means any number of persons who have complied with the formal requirements for UMA recognition/registration as an organization.

## **ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL**

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the UMA community.
  - a. The panel will consist of the Conduct Administrator, a representative from Education, and a representative from Compliance, at a minimum. The panel should contain an odd number.
  - b. The committee can choose to include members from other departments dependent on circumstances.
2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.
4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

## **ARTICLE III: PROSCRIBED CONDUCT**

### **Jurisdiction**

The Code of Conduct applies to behavior that affects the UMA community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the UMA community and/or pursuit of its objectives.

## **Conduct – Rules and Regulations**

Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV. Students are responsible for safeguarding all UMA related items and failure to do so may be deemed to rise to the level of misconduct.

1. Acts of dishonesty including, but not limited to, the following:
  - a. Furnishing false information to UMA or a governmental or accrediting agency about a student's attendance at UMA.
  - b. Forgery, alteration or misuse of any UMA document, check, record or instrument of identification.
  - c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other UMA activities, including its public service functions on or off campus, or other authorized non-UMA activities, when the act occurs on UMA sites.
3. Physical abuse, verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off UMA sites or at any UMA-sponsored activity.
4. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of UMA or property of a member of the UMA community or other personal or public property.
6. 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.
7. Gambling on UMA premises, at UMA functions or through the use of UMA equipment.
8. Failure to comply with directions of UMA officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published UMA policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and UMA, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on UMA premises, at UMA events, or that adversely affects the UMA community, is prohibited.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and UMA or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
15. Participation in a demonstration that disrupts normal operations of UMA or infringes on rights of other members of the UMA community; leading or inciting others to disrupt the scheduled and/or normal activities within any UMA building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
17. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.
18. Unprofessional conduct that reflects poorly on the student or UMA.
19. Abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with work of another student, faculty member or UMA official.

- e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the UMA computing system.
  - g. Introduction, reproduction and/or promulgation of any computer virus.
20. Unauthorized distribution of login information pertaining to coursework, UMA systems and any other UMA-related activities.
21. Abuse of the disciplinary system, including, but not limited to:
- a. Falsification, distortion or misrepresentation of information before a conduct panel.
  - b. Disruption or interference with orderly conduct of a conduct proceeding.
  - c. Knowingly instituting complaint or conduct proceedings without good cause.
  - d. Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.
  - e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
  - f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
  - g. Failure to comply with sanction(s) imposed under the Code of Conduct.
  - h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.
22. Falsification, distortion, or misrepresentation of externship/practicum timesheets.

### **Involvement of Law Enforcement**

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the local law enforcement and/or other community resources concurrently. The conduct administrator or designee can provide information about how to contact local law enforcement or other local community resources.

UMA is committed to maintaining an environment that is safe for all members of the UMA community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the conduct administrator for evaluation of any appropriate measures to be taken by UMA to promote security. Complainants may also seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator so that UMA can cooperate as appropriate in the observation of the order.

UMA may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, UMA may advise external authorities of the existence and status of the Code of Conduct proceedings. UMA cooperates fully with law enforcement and other agencies in enforcing law on UMA property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

## **PROCEDURES**

### **ARTICLE IV: CONDUCT PROCEDURES**

#### **Charges and Hearings**

1. UMA investigates all conduct concerns.
2. Upon receiving notice of potential charges, the conduct administrator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and/or if the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable



to the conduct administrator (such as mediation). Mediation will not be used for charges involving alleged sexual misconduct.

- a. The conduct administrator may issue a written conduct warning to a respondent or complainant where the matter is resolved by mutual consent.
  - b. The conduct administrator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a hearing. In these cases, the conduct administrator may issue a written conduct guidance to the respondent or take other action as he/she deems appropriate to advise the student regarding the behavior and UMA's expectations for future conduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing himself/herself or may require a hearing by the conduct panel when he/she believes that such a procedure is in the best interest of UMA. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator, to the Chief Compliance Officer at [compliance@ultimatemedical.edu](mailto:compliance@ultimatemedical.edu). Conduct members should recuse themselves from the panel prior to the panel if they identify there is a conflict of interest with either the complaint or respondent.
5. Hearings shall be held by a conduct panel per the following guidelines:
  - a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
  - b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson.
  - c. In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
  - d. The complainant and respondent have the right to be accompanied throughout the process by any support person they choose. All support person-related expenses are the responsibility of the complainant or respondent. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
  - e. UMA, the complainant, the respondent and the conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct panel.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator/chairperson.
  - g. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
  - h. After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
  - i. The conduct panel's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct.
6. There shall be a single record, such as an audio recording, of all hearings before a conduct panel or conduct administrator. The record shall be the property of UMA. Suspensions, dismissals, and expulsions will be noted in the respondent's academic record.
7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the available evidence shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
8. The conduct administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and

respondent will be informed simultaneously and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

## **Sanctions**

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that UMA deems appropriate for the conduct in question.
  - a. Warning – A verbal or written notice that the respondent has not met UMA’s conduct expectations.
  - b. Training – One or more sessions that the respondent is required to complete to UMA’s satisfaction on a required topic.
  - c. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the respondent does not comply with UMA policies or otherwise does not meet UMA’s conduct expectations during the probationary period.
  - d. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Suspension – Separation of the respondent from UMA for a defined period, after which the respondent may be eligible to return. Conditions for readmission may be specified.
  - f. Suspension of Services – Ineligibility to receive specified services or all UMA services for a specified period, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
  - g. Dismissal – Separation of the respondent from all UMA locations and eligibility to return at a specified date.
  - h. Expulsion – Permanent separation of the respondent from all UMA locations and ineligibility to receive specified or all UMA services.
  - i. Ineligibility for Services – Permanent ineligibility to receive specified or all UMA services.
  - j. Limiting Order – Restriction on a respondent’s permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by UMA (e.g. for use with allegations of sexual misconduct).
2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g. allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.
3. Other than dismissal and expulsion, disciplinary sanctions shall not be made part of the respondent’s permanent academic record but shall become part of the respondent’s disciplinary record. Upon graduation or permanent separation from UMA, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at UMA’s discretion.

## **Interim Suspension/Suspension of Services**

In certain circumstances, UMA may impose an interim suspension/suspension of services prior to the hearing before a conduct panel.

1. Interim suspension/suspension of services may be imposed:
  - a. To ensure the safety and well-being of members of the UMA community or preservation of UMA;or

- b. If UMA deems that the respondent poses a threat of disruption of or interference with the normal operation of UMA.
2. During the interim suspension/suspension of services, the respondent may be denied access to UMA premises (including Online and Clearwater classes) and/or all other UMA activities or privileges as identified by the Conduct Administrator for which the respondent might otherwise be eligible, as UMA may determine to be appropriate. In appropriate cases, UMA may notify the complainant of a respondent's interim suspension status.

## **Appeals**

1. A decision as to a Code of Conduct violation or sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party's receipt of the determination letter. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing, including documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
  - a. To determine whether the original hearing was administered fairly considering the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
  - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.
  - d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and finalized.

## **ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION**

### **Confidentiality**

UMA wishes to foster an environment in which individuals feel free to raise and discuss concerns. UMA understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, UMA may be obligated to act when it becomes aware of information relating to a complaint or issue. Confidentiality will be maintained to the extent possible and consistent with UMA's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they

will be respected to the extent possible and appropriate. When possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in UMA's publicly available record-keeping.

### **Retaliation**

UMA prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedures published in this catalog, which call for concerns to be directed to UMA Cares at [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu). If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the Campus Director or designee (Clearwater) or the Vice Provost of Programs and Academic Affairs or designee (Online), who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. UMA will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

### **UMA Site Safety and Security**

Unless otherwise posted, unauthorized use of tobacco products and e-cigarettes on UMA sites (including externship /practicum sites) or at UMA events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to UMA.

Students who witness or are victims of a crime affecting the UMA community should immediately report the incident to local law enforcement in the community in which the campus is located, and to the Campus Director or designee (Clearwater) or Vice Provost of Programs and Academic Affairs or designee (Online). UMA will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other UMA officials such as the Title IX Coordinator.

Given public concern about escalating incidents of school violence, UMA will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the interim suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing UMA's discretion to take other action which, in UMA's sole discretion, is necessary or advisable to promote safety and security.

UMA takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, UMA may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. UMA may also work with the person to determine available resources and appropriate next steps.

## CLASSROOM AND LABORATORY CONDUCT – CLEARWATER CAMPUS

**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. Additional safety standards may apply to externship sites.

- **Eating** — No food or beverage (except water in a spill-proof container) 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 Misconduct Response and Prevention Policy, the Drug and Alcohol Abuse Prevention Policy, the Withdrawal or Dismissal Procedure, Facility-Related Rules, the Scholastic Honesty Policy, the UMA Anti-Cyberbullying Policy, the Anti-Hazing Policy, the Externship/Practicum/Clinical Courses Policy, the Dress Code, the Telephone Policy, and the Classroom/Laboratory/Externship/Practicum/Clinical Etiquette for Electronic Devices Policy.

## COPYRIGHT INFRINGEMENT POLICY

All members of the UMA community are required to comply with U.S. Federal copyright laws and regulations. UMA's Copyright Infringement policy, which is incorporated here by reference, is found in the Student Consumer Information, [ultimatemedical.edu/pdfs/consumerinformation.pdf](http://ultimatemedical.edu/pdfs/consumerinformation.pdf), under the Copyright Regulations section. This includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations. All members of the UMA community are required to review the Copyright Regulations section at the link above.

## SCHOLASTIC HONESTY

It is assumed that all students are enrolled at UMA to learn. Scholastic honesty is expected and dishonesty is not acceptable. Scholastic honesty is a set of values and behaviors that promotes personal integrity and good practice in learning and assessment. Scholastic honesty includes doing one's own work, giving credit for someone else's ideas or work, abiding by all rules regarding assignments and assessments, and working collaboratively while producing independent work. Scholastic dishonesty includes, but is not limited to, plagiarism, collusion, duplication, and cheating.

- **Plagiarism:** using or attempting to use someone else's ideas or work, in whole or in part, as one's own, without citation or other indication that the content is not one's original ideas or work.
- **Collusion:** allowing someone to copy one's own work to use as his/her own, including but not limited to posting or sharing one's own work on websites outside of the UMA courserooms.

- Duplication: submitting the same work as someone else, including but not limited to copying a discussion post written by another student or turning in copies of assignment worksheets posted on websites outside of the UMA courserooms.
- Cheating: obtaining or attempting to obtain credit for work by dishonest or deceptive means, including but not limited to obtaining work from websites or other informational devices inconsistent with courseroom expectations as determined in UMA's sole discretion, or allowing someone other than the officially enrolled student to complete course requirements.

Plagiarism, collusion, duplication, and cheating in any form are considered a scholastic honesty violation. Students who violate the Scholastic Honesty policy will be subject to a progressive discipline process, including:

- 1st Scholastic Honesty Violation: Student receives a first notification with an academic coaching opportunity and earns a "0" for the assignment in which the first infraction occurred.
- 2nd Scholastic Honesty Violation: Student receives a second notification with an academic coaching opportunity and earns a "0" for the course in which the second infraction occurred. The course failure results in the student being required to retake the course.
- 3rd Scholastic Honesty Violation: Student is expelled from UMA.

UMA faculty regularly monitor and evaluate students' work to ensure scholastic honesty. UMA faculty also share the responsibility of reinforcing best practices and teaching proper research and citation skills. If a UMA faculty or staff member suspects a student has violated the Scholastic Honesty policy, the faculty or staff member is expected to report the incident to the Campus Director or designee (Clearwater) or email [scholastichonesty@ultimatemedical.edu](mailto:scholastichonesty@ultimatemedical.edu) (Online).

The Campus Director or designee (Clearwater)/Vice Provost of Programs and Academic Affairs or designee (Online) investigates incidences of suspected plagiarism, collusion, duplication, and other types of cheating which meet the definitions outlined above. Students receive written notification outlining the investigation findings and progressive discipline as/if appropriate.

Students who wish to contest the school's decision should appeal in writing to the Campus Director (Clearwater)/Executive Vice President (Online). The decision of the appeal by the Campus Director or the Executive Vice President will be final.

## UMA ANTI-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](mailto:social@ultimatemedical.edu).

### BULLYING

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or team members. 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 UMA Cares. 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](mailto: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, UMA Cares 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 another Ultimate Medical Academy team member.

For federal military and veterans' educational benefits 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**

A 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 Executive Vice President or designee (Clearwater) or Vice Provost of Programs and Academic Affairs or designee (Online). The Executive Vice President or designee (Clearwater)/Vice Provost of Programs and Academic Affairs will make a determination within two business days.

**STEP 4**

The determination of the Executive Vice President or designee (Clearwater)/Vice Provost of Programs and Academic Affairs or designee (Online) may be appealed in writing or by personal appearance in front of the Grievance Committee within 14 days of the decision by the Executive Vice President or designee (Clearwater)/Vice Provost of Programs and Academic Affairs or designee (Online).

To appear at the Grievance Committee, make an appointment by emailing [studentaffairs@ultimatemedical.edu](mailto:studentaffairs@ultimatemedical.edu). The Grievance Committee consists of the representation from the leadership team of the following UMA Departments: Education, Student Finance, Faculty, Student Services and Compliance.

The Grievance Committee will convene within five business days of receipt of a student's appointment request 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.

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 see below and visit the state listing located at [ultimatemedical.edu/agencycontactinformationonline.pdf](http://ultimatemedical.edu/agencycontactinformationonline.pdf).

**GEORGIA RESIDENTS**

Complaints from Georgia residents should be directed to:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
770-414-3300

<https://gnpec.georgia.gov/student-resources/student-complaints>

**IOWA RESIDENTS**

Complaints from Iowa residents should be directed to:

Iowa Student Aid Commission  
430 E. Grand Ave.  
3<sup>rd</sup> Floor  
Des Moines, IA 50309

[info@iowacollegeaid.gov](mailto:info@iowacollegeaid.gov)  
[iowacollegeaid.gov/content/constituent-request-review](http://iowacollegeaid.gov/content/constituent-request-review)



### **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:

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

### **NEBRASKA RESIDENTS**

Complaints from Nebraska residents should be directed to the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at:

301 Centennial Mall South  
PO Box 94987  
Lincoln, NE 68509-4987  
402-471-4825

### **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:

[ppsd.smapply.io/res/p/student\\_complaint/](https://ppsd.smapply.io/res/p/student_complaint/)

For any questions, please contact:

New Mexico Higher Education Department  
2048 Galisteo Street  
Santa Fe, NM 87505-2100  
[hed.state.nm.us](https://hed.state.nm.us)  
505-476-8400

### **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 800-509-5474 or email at:

[umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)

Additionally, UMA's Military and Veteran's Affairs Department is a resource for active military, veterans and their families. You may contact the department at [militaryaffairs@ultimatemedical.edu](mailto:militaryaffairs@ultimatemedical.edu). However, federal military and veterans' educational 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:

[militaryonesource.mil/-/postsecondary-education-complaint-system](https://militaryonesource.mil/-/postsecondary-education-complaint-system)

# STUDENT RECORDS

## RECORDS MAINTENANCE

UMA maintains student records in an easily accessible and orderly fashion for all students in accordance with UMA's record retention policy and applicable regulatory requirements. Official academic transcripts are maintained permanently. In accordance with Wisconsin State law, student records are kept for a minimum of 6 years after graduation or a student's last date of attendance.

## TRANSCRIPTS

UMA students and alumni wishing to obtain copies of their official transcripts are required to request them online at [UltimateMedical.edu/transcript](http://UltimateMedical.edu/transcript). For unofficial transcripts, students may request either in person or in writing via mail or email to:

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

For courier and mail items only, please send to the following address:

Ultimate Medical Academy Online  
9309 N. Florida Avenue  
Suite 100  
Tampa, FL 33612  
877-241-8786/Ext: 1160  
[onlineregistrar@ultimatemedical.edu](mailto: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 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
- Expulsion 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

Appeals to this policy can be made to the Campus Director (Clearwater) and the Vice Provost of Programs and Academic Affairs (Online) 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 (Clearwater)/Vice Provost of Programs and Academic Affairs (Online) notifies students in writing regarding the results of an appeal.

## **EXTERNSHIP/PRACTICUM/CLINICAL COURSES (WHERE APPLICABLE)**

Externship/Practicum/Clinical Course 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/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Students participating in externship/practicum/clinical course hours are reminded that they are acting as representatives of UMA and are expected to maintain professionalism at all times.

Externships/Practicums/Clinical Course hours are offered during regularly scheduled business hours at an approved healthcare facility. UMA does not guarantee the availability of night/weekend externships/practicums/clinical course hours. Students are expected to complete externships/practicums/clinical course hours within the grading period as outlined in the course description and requirements.

## **DRESS CODE**

UMA promotes a professional, sanitary, and safe atmosphere at all times. Appropriate attire and appearance for students is also professional, sanitary, and safe.

All students are required to comply with the following guidelines when attending courses which include clinical competencies and/or an externship/practicum:

- Clothing:
  - Scrubs (for Clearwater campus in the color designated by each program of study) should be neat, clean, professional, and unwrinkled.
  - Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes (e.g. Crocs), or mesh.
  - Undergarments must be worn as appropriate, and not visible.
  - Outerwear (e.g. sweaters, jackets, and lab coats) must be neat and clean. Students in some programs may be required to wear lab coats during certain activities.
  - UMA identification badges must be worn at all times while on campus (Clearwater Campus only) and if an externship/practicum site requires it.
- Nails must be short, neat, and natural/light nail color.
- Jewelry should be professional in appearance and kept to a minimum. Jewelry and removable accessories or cosmetics (e.g. false eyelashes) must be well-secured with no danger of falling off/out or causing contamination. No dangling, hanging, or sharp-edged jewelry or accessories.
- Body art (e.g. tattoos) should be professionally acceptable and may be required to be covered.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. Hair and/or coverings must not dangle or extend in such a way that they present a safety/sanitation hazard. Long hair must be pulled back and secure. Others may be asked to pull back their hair.
- Cosmetics must be appropriate and professional for a healthcare environment. Perfume or cologne should be used sparingly, and individuals may be asked to discontinue use of products.

Externship/Practicum sites establish their own company policies and dress codes that may differ from UMA's policy. For more information regarding or an exception to this policy, please see the Campus Director (Clearwater) or Program Director (Online).

## **TELEPHONES (CLEARWATER CAMPUS)**

School office telephones are not for student use. In the case of a personal emergency, students may contact the campus administrator to request the use of a school phone. 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/PRACTICUM/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 can 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 textbooks by course which may be found at:

Clearwater: [ultimatemedical.edu/pdfs/Campus\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf)

Online: [ultimatemedical.edu/pdfs/Online\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf)

For UMA programs, the cost of textbooks and/or a subscription to access enhanced digital learning resources is included in the cost of tuition. Active duty military students are not charged for textbooks or the enhanced digital learning resources subscription.

For courses that utilize the enhanced digital learning resources, digital readings and interactive content are embedded in the course. In addition, textbooks are issued to students in loose leaf format. Students have the ability to access digital readings continuously throughout their enrollment at UMA. Students enrolled in courses that do not utilize enhanced digital learning resources will receive traditional textbooks rather than loose leaf versions. Traditional and loose-leaf textbooks are mailed to online students; Clearwater students receive traditional and loose-leaf textbooks at their campus.

Students have the option to opt out of receiving textbooks and the enhanced digital learning resources subscription and may purchase textbooks on their own. If a student chooses to opt out, UMA will adjust the tuition for each course based on the UMA price for the textbook and also provide a prorated adjustment for the subscription. To opt out from receiving textbooks and/or the subscription, a request must be made to UMA's fulfillment department by emailing [fulfillment@ultimatemedical.edu](mailto:fulfillment@ultimatemedical.edu). Some courses require the use of custom textbooks which are only available directly through UMA. Students are not able to opt out of receiving custom textbooks.

## TRANSPORTATION

Students are responsible for providing their own transportation to and from the Clearwater campus and externship/clinical/practicum sites. UMA's Clearwater campus is conveniently located on main bus routes. Please contact a campus administrator for additional information.

## HOUSING

UMA does not provide housing or dormitories for enrolled students. However, convenient housing for Clearwater students is available at rental facilities in the local area.

## STUDENT SERVICES AND RESOURCES

**ACADEMIC SERVICES** | 888-215-8215 [instructors@ultimatemedical.edu](mailto:instructors@ultimatemedical.edu) (Online)

UMA offers several Academic Service options to answer student-driven questions about discussions, assignments, assessments, or other course content. Students may speak to an Academic Specialist at the number and e-mail address above for support to address general academic questions. The Academic Specialist team will also help students reach an instructor for specific content questions. Students may also contact their assigned courseroom instructor directly during office hours by telephone or at any time via e-mail. Instructor office hours and contact information is located in the UMA Puma Den and in the Faculty Availability information in the courserooms.

**STUDENT SERVICES** | 888-216-0544 [learnerservices@ultimatemedical.edu](mailto: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 resources UMA offers, and to help each student be successful during the first 10 - 15 weeks of school. After the first 10 - 15 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. Upon request, UMA will consider furnishing a replacement laptop charger (Online only), scrub uniform, or cap and gown for those students needing assistance.

**LIBRARY SERVICES** | 877-295-5078 [askthelibrarian@ultimatemedical.edu](mailto: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 the Clearwater campus. Hours are posted on [ultimatemedical.edu/students/directory](http://ultimatemedical.edu/students/directory). For questions, please contact the UMA Librarian at 877-295-5078 or [askthelibrarian@ultimatemedical.edu](mailto:askthelibrarian@ultimatemedical.edu).

**CAREER SERVICES** | 888-315-8211 (Online) [onlineplacementassistance@ultimatemedical.edu](mailto:onlineplacementassistance@ultimatemedical.edu)

800-477-9915 (Clearwater) [Clearwatercareerservices@ultimatemedical.edu](mailto:Clearwatercareerservices@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.

Career Services Advisors also provide continued on-the-job support for the first couple of weeks that a UMA graduate is gainfully employed. This support includes effective conflict resolution and building your network. The Career Services Advisors then bridge the gap between Career Services and continued Alumni support.

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.

**ALUMNI SERVICES** | 888-216-0535 [alumniservices@ultimatemedical.edu](mailto:alumniservices@ultimatemedical.edu)

UMA provides alumni from both campuses with ongoing career development support (e.g., career coaching, interview preparation, resume revisions). The Alumni Services team performs quarterly outreach to all UMA alumni regardless of their employment status, sustains engagement with alumni, and supports their long-term career goals as well as graduate refresher modules. The Alumni Services team is available to alumni to support new job searches and career progression.

**CERTIFICATION SERVICES** | 888-208-1849 (Online) [certificationservices@ultimatemedical.edu](mailto:certificationservices@ultimatemedical.edu)

800-477-9915 (Clearwater) [Clearwatercareerservices@ultimatemedical.edu](mailto:Clearwatercareerservices@ultimatemedical.edu)

The Certification Services team is available to support students and graduates in registering for certification exams where relevant to the student's program. In selected programs students and graduates can access preparation materials and receive academic support from instructors.

**GUIDANCE RESOURCES** | 866-797-1622 [ultimatemedical.edu/help](http://ultimatemedical.edu/help)

The UMA Student Guidance Center is available 24/7 and provides confidential counseling at no additional cost to the UMA student, graduate, and/or members of his/her household and can be conducted face-to-face or in a web

meeting. 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](http://ultimatemedical.edu/help).

**STUDENT RESOURCES** | 813-387-6753 [studentsuccess@ultimatemedical.edu](mailto:studentsuccess@ultimatemedical.edu) (Online)

The Student Success Center, the Wellness Center, and PUMA Den's Information Center provide a multitude of resources and information designed to assist students throughout their learning experience with academic and non-academic resources. Resource topics include laptop and technical support, financial aid, learner services, career preparation, and health and wellbeing. On-demand webinars, instructor sessions and information regarding how to access other valuable UMA resources are also available.

**ADDITIONAL SUPPORT SERVICES** | 800-509-5474 [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)

UMA Cares works with all appropriate UMA departments to answer inquiries and resolve issues received from students and other non-team members. UMA Cares takes all inquiries seriously and will respond in a timely manner.

# ACADEMIC STANDARDS

## DEFINITIONS

**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.

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

**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.

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

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

**Evaluation Point:** An academic progress check point in a program

**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 module. A module is 5 to 7 weeks depending upon the program.

**Instructional Time:** Instructional time represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship/Practicum 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.

**Module:** A module is the length a of course. Modules range from 5 to 12 weeks depending upon the program.

- Clearwater general education/electives, Dental Assistant with Expanded Functions core courses are 5 weeks. Clearwater core course modules are 6 weeks. Clearwater externship courses vary in length.
- Online courses are 5 weeks in length, except for RX3400. RX3400 is 7 weeks.

**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.

**Payment Period/Term/Semester:** A payment period, term, or semester is defined as 15 weeks, 18 or 20 weeks depending upon the 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 ( $4 \times 3 = 12$ ).

**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

**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.

**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 the necessary externship hours required by their program within a scheduled grading period. This grade does not affect satisfactory academic progress.

**I = Incomplete (Clearwater):** This grade does not affect a student’s satisfactory academic progress. 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 and tests by the last day of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete 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 a course, excluding any scheduled breaks. If students do not complete the required assignments and tests by the seventh (7<sup>th</sup>) 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 per the course grading rubric. Students with an incomplete grade in a course are permitted to attend regularly scheduled classes.

**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 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 toward 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.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

UMA measures SAP at the end of each evaluation point as defined in this catalog, typically the semester or payment period.

- Maximum Time Frame (MTF) is evaluated at the end of every module in programs greater than 15 weeks.
- Cumulative Grade Point Average (CGPA) and Pace of Progress (POP) evaluation points are:
  - For standard term programs, the evaluation point is every semester, which is 15 weeks.
  - For non-term programs, the evaluation points occur after the successful completion of three modules except for the Dental Assistant with Expanded Functions diploma program.
  - The Dental Assistant with Expanded Functions diploma program’s first evaluation point is after the successful completion of four modules with subsequent evaluation points after three successfully completed modules.

For a student to meet SAP standards at the first evaluation point of the current program, he/she must earn a CGPA of 1.5 and demonstrate a minimum POP of 62%. To meet SAP standards beyond the first evaluation point of the enrollment, a student must earn a CGPA of 2.0 and demonstrate a minimum POP 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 MTF allowed, not to exceed 150% of the semester credits for their published program. At the end of the second academic year, students enrolled in an associate degree program are required to have a 2.0 CGPA to meet SAP.

Satisfactory Academic Progress Benchmarks			
Number of Program Weeks Attempted	Minimum CGPA*	POP**	SAP Not Met Action
Term Programs: First semester, three courses, which equals 15 weeks' Evaluation Point  Non-Term Programs: First three successfully completed modules or four successfully completed modules for Dental Assistant with Expanded Functions (15, 18, or 20 weeks)	1.5	62%	<u>FA/AD Warning</u>
Term Programs: Second and subsequent semesters (15 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***)  Non-Term Programs: Every third successfully completed module	2.0	67% (Rounding applies 66.66% rounds to 67%)	<u>FA/AD Warning</u> if student was meeting SAP during the prior Evaluation Point. If not, see Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Probation section below.
Maximum Time Frame			
Maximum Time Frame Not Met	N/A	Student has taken greater than 150% of the program's credit hours; or it has been determined that the student will not complete the program within 150% of the program's credit hours	Dismissal (eligible to appeal)

\*For purposes of calculating Satisfactory Academic Progress, CGPA is determined by dividing the student's total Quality Points by the semester credits attempted for the current program including internal transfer credits.

\*\*POP is calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted in the current program including transfer credits.

\*\*\*All students enrolled in associate degree programs are evaluated at the end of the second academic year of the current program and must maintain a 2.0 CGPA, or they will be suspended from receiving any Federal Student Aid, if qualified, until a 2.0 CGPA is regained at the next evaluation point.

#### 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/ Transcript Designation	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 (Clearwater)	-	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 <sup>1</sup>	-	Yes (if passed) No (if failed)	Yes	No (Once the course is retaken/repeated, only the attempt with the higher grade is included)	Yes	Yes

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

A Financial Aid/Academic Warning (FA/AD Warning) is 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 requirements, the student is placed on FA/AD Warning for the next evaluation period and the student is allowed Federal Student Aid eligibility for one semester/payment period. No SAP Appeal is required. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. See the next section for the result if the student is not meeting SAP requirements at the end of the FA/AD Warning period. The FA/AD Warning status is not applicable to degree program students failing to meet a 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.

<sup>1</sup>No course may be retaken or repeated more than twice and only as scheduling permits. Please see the Retaken/Repeated Courses section in this 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 (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. 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. 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.** Students who do not appeal SAP will be dismissed from UMA.

Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and agree to an Academic Plan. Students in the FA/AD Probation and SAP Meeting Plan statuses are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period (semester) or the duration of the Academic Plan. Students on an Academic Plan will be evaluated after each evaluation point for CGPA and after each grading period for MTF.

Students with an extended Academic Plan must be making progress toward the plan at the first scheduled SAP evaluation point (first semester) included in the plan. If the student is making progress, the student will be removed from FA/AD Probation status and will be updated to SAP Meeting Plan status. The student must continue to meet the Academic Plan requirements. If the student is not meeting the Academic plan at any SAP evaluation point, the student will be re-evaluated to ensure the student can still meet SAP standards within the academic plan timeframe. At the end of the next evaluation point(s), UMA will recalculate the student's SAP to determine if the student has met the Academic Plan requirements and Federal Student Aid eligibility, if qualified. If the student has not met the Academic Plan requirements, the student will be dismissed.

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 MTF, the students will be dismissed. Students who are active and completers who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who violate MTF prior to obtaining the required CGPA for graduation will also be dismissed. Students who are dismissed and want to return to the same program are advised by Student Finance they will not regain eligibility for Federal Student Aid assistance. For students who appeal to return to the same program and for whom the appeal is approved, the student will be placed in FA Suspension status. Therefore, these students will not be eligible for Federal Student Aid funds. **SAP Appeal is required to return after dismissal for MTF. 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. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. If a student fails to submit a written appeal or if the appeal is denied, the student is dismissed. **SAP Appeal is required. Please see SAP Appeal Procedures section.**

If the appeal is approved, the student will remain in the Suspension AY2 status and be ineligible for Federal Student Aid, if qualified, until the student's CGPA is 2.0 or above at an evaluation point.

### **Maximum Time Frame (MTF)**

The maximum number of credit hours a student can attempt to successfully complete a program is defined as 150% of the required semester credit hours for the program. Transfer credits are treated as attempted and completed in the calculation.

<b>MAXIMUM TIME FRAME</b>		
<b>DIPLOMA PROGRAMS</b>	<b>CREDIT HOURS REQUIRED</b>	<b>MAXIMUM CREDIT HOURS ATTEMPTED</b>
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Medical Administrative Assistant	38.00 Credits	57.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Nursing Assistant	6.00 Credits	9.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits
<b>ASSOCIATE DEGREE PROGRAMS</b>	<b>CREDIT HOURS REQUIRED</b>	<b>MAXIMUM CREDIT HOURS ATTEMPTED</b>
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Technology	63.50 Credits	95.25 Credits
Health Sciences - Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Health Sciences - Healthcare Technology & Systems	61.00 Credits	91.50 Credits
Health Sciences - Medical Administrative Assistant	62.00 Credits	93.00 Credits
Health Sciences - Medical Assistant	60.50 Credits	90.75 Credits
Health Sciences - Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Health Sciences - Pharmacy Technician	61.50 Credits	92.25 Credits
Healthcare Accounting	65.00 Credits	97.50 Credits
Healthcare Management	66.00 Credits	99.00 Credits
Medical Billing and Coding	63.00 Credits	94.50 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. Each student who does not meet SAP standards receives written notification of the results of their SAP evaluation and if applicable SAP appeal decision including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- 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 five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form. Students in a LOA school status at the time of a SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form, the student is dismissed from UMA. SAP appeals must identify the circumstances that interfered with the student's academic success and describe how circumstances have changed to allow the student to meet SAP standards by the next SAP evaluation point.

Acceptable circumstances for an 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 UMA

Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive identification and description of:
  - o the circumstances leading to his/her failure to meet SAP
  - o the student's resolution to those circumstances
3. The validity of the circumstances leading to the appeal
  - o Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP.
4. The student's CGPA, POP, and/or MTF. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., graduation).
5. Prior SAP appeals made by the student

UMA may consider information from other sources, such as prior appeals, when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Program Director (or designee) (Online) or Program Director/Campus Director (Clearwater) 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 after the appeal decision, SAP status and their dismissal from UMA. The reason for appeal denial is documented in the student's academic record two business days after the appeal decision.

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 resulting SAP status and are required to sign their Academic Plan three calendar days (excluding scheduled breaks and LOAs) after receipt. Failure to sign the Academic Plan in a timely manner will lead to dismissal.

The appeal decision is final.

Violations of the Academic Plan typically lead to dismissal.

SAP appeal procedures specific to certain status are listed below:

#### **SAP Appeal Procedures – SAP Suspension**

Five calendar days (excluding scheduled breaks and LOAs) after the date of notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after the date of notification of placement on SAP Suspension or the appeal is denied, the student is dismissed.

#### **SAP Appeal Procedures – Academic Year Two CGPA Requirement**

Five calendar days (excluding scheduled breaks and LOAs) after the date of 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 Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after the date 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, if qualified, 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 based on failure to meet SAP requirements in their most recent program or students selecting to reenroll into a program from which they have been previously dismissed based on a failure to meet SAP requirements must contact a Reentry Advisor (online) or Sr. Learner Services Advisor (Clearwater) to determine the student’s eligibility and requirements to reenter. Requirements to reenter may require a SAP 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, such as 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, or retaking or repeating a course may directly affect a student’s SAP calculation that includes CGPA, POP and MTF. Each qualitative and quantitative measure for these circumstances is outlined in the “Grade Identification and Related Impact on SAP Elements” chart and is defined in the Grading Systems section of this catalog in the Additional Grading Definitions and Impact on SAP section.
- Please also refer to the Retaken/Repeated Courses section of this catalog for additional information regarding the impact on a student’s SAP.
- 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 do not count toward credits earned).
- 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 POP and lengthen the student’s time in the program for purposes of MTF.
- UMA students who complete their academic program requirements and do not have the required 2.0 CGPA to graduate from the program can repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds, if qualified, and will not be charged for tuition for the repeated courses taken after they complete their academic program requirements.
- Completer students in an Extended Enrollment status who exceed MTF 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” sections in this catalog. Completer students with approved appeals will return to UMA in an Extended Enrollment status, will not be charged for courses in that program, and are not eligible to receive Federal Student Aid funds.

### 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 and Clearwater General Education/Elective Courses in Associate Degree Programs

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 (Clearwater)	N/A

Grade	Range	Definitions	Quality Points
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 Clearwater Diploma Programs

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
F	< 69.5	Failure	0
EE	N/A	Externship Extension	N/A
I	N/A	Incomplete	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

## ADDITIONAL ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS INFORMATION

(For additional information, please refer to Associated Courses and Internal Transfer Credits 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 reenter into UMA may be eligible to receive transfer credits for courses previously completed at UMA. The UMA Registrar's Office performs a transfer credit evaluation and applies 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 a corresponding associate degree program, generally all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program, subject to the other provisions of this policy.

When same or equivalent 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 or an equivalent course three times are dismissed. Students cannot transfer to another program that contains the same required course or an equivalent course. Grades of "EE," "W," "WD" and "WW" do not count in the retaken 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 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 coursework should be submitted for grading by the last scheduled day of a course. UMA instructors grade submitted coursework and apply the points earned from the graded coursework 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/Practicum 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.

Clearwater 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 Clearwater 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 externship/practicum students, report cards are generated within seven (7) calendar days of the posting of final grades. If 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 (Clearwater 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 submit a final grade concern.

### INCOMPLETE GRADES – Clearwater 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 CONCERNS – During the Provisional Registration Period**

Students who wish to submit a final course grade concern must contact the Campus Director or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active online students) or email Student Affairs at [studentaffairs@ultimatemedical.edu](mailto:studentaffairs@ultimatemedical.edu) (out-of-school online students only) within 8 calendar days (excluding scheduled breaks of 5 calendar days or more) of their first course end date explaining the reason for the final grade concern.

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

1. Coursework submitted during the regularly scheduled or final grading period but not graded
2. Errors with recording grades, e.g. transposition, miscalculation, or computational
3. Incorrect scoring by the instructor or as the result of a technical or electronic grading issue

The Campus Director or designee (Clearwater)/Associate Director, Academic Affairs or designee (Online) reviews final grade concerns which meet the criteria outlined above. Instructors and staff document any changes to final grades. UMA notifies students of the results of the final grade concern within 14 calendar days (excluding scheduled breaks of 5 calendar days or more) from the end of the course. If an out-of-school student becomes eligible for enrollment after a successful grade concern, the student must apply for reentry into the program.

The final grade concern decision is final.

#### **FINAL GRADE CONCERNS – Officially Registered Students**

Students who wish to submit a final grade concern in a course must contact the Campus Director or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active online students) or email Student Affairs at [studentaffairs@ultimatemedical.edu](mailto:studentaffairs@ultimatemedical.edu) (out-of-school online students only) within 10 calendar days (excluding scheduled breaks of 5 calendar days or more) of the regular course end date explaining the reason for the final grade concern.

Final grade concerns must include the circumstances that led to the concern. Acceptable circumstances for a final grade concern 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 because 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 Campus Director or designee (Clearwater)/Associate Director, Academic Affairs or designee (Online) reviews final grade concerns which meet the criteria outlined above. If the final grade concern allows for the submission of additional coursework, the student must submit the coursework within two (2) calendar days (excluding scheduled breaks of 5 calendar days or more) of approval notification (Online)/two (2) business days (excluding scheduled breaks of 5 calendar days or more) of approval notification (Clearwater). Instructors and staff document any changes to final grades. UMA notifies students of the results of the final grade concern within 10 business days (excluding scheduled breaks of 5 calendar days or more) from when the final grade concern was raised. If an out-of-school student becomes eligible for enrollment after a successful grade concern, the student must apply for reentry into the program.

The final grade concern decision is final.

## LATE COURSEWORK

Coursework typically must be completed daily (Clearwater students) or weekly (Online students) during a regularly scheduled course.

For online students, an instructor may deduct up to ten percent of the earned points from a late assignment. If a student fails to complete any coursework by its due date, the student may submit the coursework late if it is before the last day of the course. If coursework is submitted after the last day of the course, the Final Grades policy applies.

For Clearwater students, coursework (assignments and assessments) is expected to be completed in accordance with designated due dates during regularly scheduled courses. If a student fails to complete coursework by its due date, the student may submit the late coursework, in coordination with the instructor, provided that it is before the last day of the course. An instructor may deduct up to ten percent of the available points for each subsequently scheduled class meeting for a maximum of a thirty percent penalty for late assignments and assessments. Students may make up work independently, as approved by the instructor, or during designated tutoring/open lab hours. If coursework is submitted after the last day of the course, the Final Grades policy applies. Any exceptions that exceed the guidelines outlined above for Clearwater students must be authorized in writing by the Campus Director.

## HONORS AND AWARDS

Students qualify for UMA's Honor Roll if their grades achieved during the official evaluation period result in a CGPA of 3.50 – 3.99. A CGPA of 4.0 for the official evaluation period qualifies the student for the Dean's List. Students should contact Learner Services (Online) at 888-216-1667 or the Campus Director or designee (Clearwater) at 727-298-8685 for information on any additional honors and awards that may be offered by their location.

## REQUIREMENTS FOR RELEASE TO EXTERNSHIP/PRACTICUM

Students must have a CGPA of at least 2.0 before being released to externship/practicum 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 repeat course(s) to raise his/her CGPA above a 2.0.

## GRADUATION REQUIREMENTS

Students must meet the following requirements 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, to increase their CGPA to meet the minimum 2.0 graduation requirement. Any completer student electing to return must meet with a reentry advisor (Online) or Learner Services Advisor (Clearwater) to discuss appeal requirements.

## ATTENDANCE

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

### CLEARWATER

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 Campus Director 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.

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 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**

### **CLEARWATER**

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

Clearwater students utilizing VA education benefits at UMA must demonstrate consistent classroom attendance. Clearwater 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 VA education benefits are terminated 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 education benefits, a Clearwater 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.

### **ONLINE**

Regular attendance is expected 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 utilizing VA education benefits at UMA must participate in class activities on at least a weekly basis.

- A student who does not participate in any of the Online events as stated above for any week during a grading period is placed on attendance probation for the remainder of the grading 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 grading period will have VA education benefits terminated for unsatisfactory participation effective the last date the student participated in class activities as defined above.
- Students who are enrolled in multiple courses in a grading period must meet the attendance requirements for each course. In the event the student does not maintain satisfactory attendance in a course, the student will be placed on attendance probation. If the student fails to participate for another week in the same

course, the student's VA education benefits will be terminated for that specific course only if all attendance requirements are met for all other courses within the grading period.

Any student utilizing VA education benefits whose benefits have been terminated for unsatisfactory participation may be certified again for the education benefits the next grading period on a probationary status. Should that student not participate in any of the Online events, as stated above, for any week during that grading period and for any course in the grading period, that student will again have benefits terminated for all courses in that grading period. This termination is 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 grading period (in which that student enrolls) without using VA education benefits. Should that student successfully participate, then (s)he may again be certified for benefits for the next grading period.

## **DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS**

UMA does not provide a drop/add period. 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.

If a student fails a course, the student will continue in their next scheduled course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course accordingly. If the failed course is not available and/or must be completed prior to continuing any other courses given prerequisite requirements, UMA will work with the student to process an alternative solution such as an alternative course or a leave of absence until the course is available.

## **LEAVE OF ABSENCE**

UMA administers the following leaves of absence:

### **LEAVES OF ABSENCE IN NON-TERM TITLE IV PROGRAMS**

Ultimate Medical Academy (UMA) understands unforeseen circumstances arise which may require a temporary break in a student's education. UMA has a Non-Term Title IV Leave of Absence (LOA) policy available to active students enrolled in a non-term program, who meet the established criteria, and follow the appropriate process. For a list of non-term programs, please refer to the Cancellation and Refund Policies section of this catalog. The Non-Term Title IV Leave of Absence refers to the time in which the student is not in attendance at the school.

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

1. Students must have successfully completed the Provisional Registration Period at UMA to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. 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.
4. Acceptable reasons for a Non-Term Title IV Leave of Absence include:
  - a. Student medical (including pregnancy)
  - b. Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family)
  - c. Military duty (see section below on military leaves of absence)
  - d. Natural disaster per FEMA
  - e. Jury duty (selected for trial)
  - f. Course availability (delay related to course availability excluding externship courses)
  - g. Emergency leave of absence
  - h. Other special circumstances beyond student control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to Learner Services or designee. The form must include:

1. LOA begin date
2. LOA return date
3. Reason for LOA including a statement to return
4. Signature and date

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, NON-TITLE IV PROGRAMS AND CERTAIN NON-TERM CIRCUMSTANCES**

UMA understands unforeseen circumstances arise which may require a temporary break in a student's education. UMA has an Administrative Leave of Absence (LOA) policy available to active students who are enrolled in:

- A standard term-based program, meet the established criteria, and follow the appropriate process
- A non-term based program and do not qualify for a Title IV Leave of Absence, meet all established criteria, and follow the appropriate process
- A non-Title IV program, meet all established criteria, and follow the appropriate process

For lists of program types, please refer to the Cancellation and Refund Policies section of this catalog. The Administrative Leave of Absence refers to the time in which the student is not in attendance at the school.

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 CFR 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 in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

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

1. Students must have successfully completed the Provisional Registration Period at UMA to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. 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.
4. Acceptable reasons for an Administrative Leave of Absence include:
  - a. Student medical (including pregnancy)
  - b. Family care (childcare issues, death of family member, single parenting issues, homelessness, 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 (selected for trial)
  - f. Course availability (delay related to course availability)
  - g. Emergency leave of absence
  - h. Externship/Practicum

- i. Patient Care Technician, Nursing Assistant and Phlebotomy Technician - due to rotation scheduling
- ii. Student moves out of city during externship/practicum
- iii. Student moves out of enrollment state before or during externship/practicum (require compliance review and approval for leave of absence)
- iv. Scheduled break by externship/practicum site or supervisor which could result in the student violating the attendance policy
- v. Health Sciences – Pharmacy Technician – delays from a State Board of Pharmacy due to processing challenges or delayed student background reviews
- i. Regulatory changes implemented by a regulating agency affecting the program during the program or externship/practicum which may impact the student (State Changes)
- j. Incarceration (Student incarcerated during program)
- k. Rehabilitation (Student enters rehabilitation during the program)
- l. Other special circumstances beyond the student’s control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to Learner Services or designee. The form must include:

1. LOA begin date
2. LOA return date
3. Reason for LOA including a statement to return
4. Signature and date

Students who fail to return to school and online students who do not have active attendance within seven days of the scheduled return date are withdrawn from school.

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.

### **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’ educational 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 or designee 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 or Designee 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/Designee with instructions on how to return to UMA after 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 can reenter upon return from duty. Military students must contact the UMA Military Team in the Student Finance Department to begin their reentry 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.
8. State specific regulations may have additional requirements. Please see the Intuition Refund Policy section for additional information.

## EXTERNSHIP EXTENSION

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 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. For ground students, the appeals are reviewed by a Program Director and Campus Director or designee. For online students, the Learner Service Advisor will send the appeal to the student. Once the student signs the form, it is routed to a Program Director then the Associate Director of Academic Affairs or designee for review. 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. For students whose appeal is denied, student earns an F if the hours are not completed by end of the course.

Students who do not complete the required externship hours after all allowable extensions within the same program enrollment (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.



## **PRACTICUM EXTENSION**

If students have outstanding practicum hours at a healthcare facility at the end of the two-day final grade period and have made adequate progress in the course, there will be a Practicum Extension (PE) granted. To qualify for this PE, in addition to adequate progress in the course, at least one (1) of the 45 hours at a healthcare facility must be completed prior to the end of the two-day final grade period. The PE may be granted for an additional two weeks from the end date of the course to complete outstanding hours.

# 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 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

### UMA ONLINE (NON-MAIN CAMPUS)

#### Diploma Programs

- Medical Administrative Assistant
- Medical Billing and Coding
- Medical Office and Billing Specialist

#### Associate Degree Programs

- Health and Human Services
- Health Information Technology
- Health Sciences
  - Healthcare Technology & Systems
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
  - Pharmacy Technician
- Healthcare Accounting
- Healthcare Management
- Medical Billing and Coding

## DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

**Program Type:** Diploma

**Location:** Clearwater

### 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 campus 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:** 48 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
<b>Total Program</b>		<b>26.0</b>

## HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

(UMA graduates of corresponding diploma program only)

**Program Type:** Associate of Science

**Location:** Clearwater

### 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 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 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:** 83 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (26.0 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Elective Courses (21.0 Credits)</b>		
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
<b>Total Program</b>		<b>62.0</b>

## HEALTH AND HUMAN SERVICES

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**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 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. Program content is designed to provide students with the skills necessary to secure community resources, provide assistance and referrals, recognize advocacy needs, acknowledge vulnerable populations, and support those seeking public and private services. Ethics, communication, and problem resolution are emphasized throughout the program. 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 degree. Total program: 960 clock hours/64.0 semester credits.

**Instructional time:** 70 weeks

**Normal time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (46.0 Credits)</b>		
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

<b>General Education Courses (18.0 Credits)</b>		
EN1150	English Composition	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
<b>Total Program</b>		<b>64.0</b>

## HEALTH AND HUMAN SERVICES

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**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 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 Applied Science degree. Total program: 960 clock hours/64.0 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (40.0 Credits)</b>		
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
<b>Additional Degree Requirements (Arkansas Residents 6.0 Credits)</b>		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0



<b>Additional Degree Requirements (Kansas Residents 6.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 6.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
<b>General Education Courses (18.0 Credits)</b>		
EN1150	English Composition	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
<b>Total Program</b>		<b>64.0</b>

\*CI2000 satisfies the general education computer applications/fundamentals course requirement from the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement from the Arkansas Higher Education Coordinating Board as well as the general education communications requirement from the Minnesota Office of Higher Education.

## HEALTH INFORMATION TECHNOLOGY

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**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 degree. Total Program: 1140 clock hours/63.5 semester credits.

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

UMA offers Health Information Technology graduates an optional RHIT Certification Prep course, at no additional cost, to prepare them to sit for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (48.5 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	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
<b>Total Program</b>		<b>63.5</b>

## HEALTH INFORMATION TECHNOLOGY

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**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 45 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 Applied Science degree. Total Program: 1140 clock hours/63.5 semester credits.

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

UMA offers Health Information Technology graduates an optional RHIT Certification Prep course, at no additional cost, to prepare them to sit for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (39.5 Credits)</b>		
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
<b>Additional Degree Requirements (Arkansas Residents 9.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Kansas Residents 9.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 9.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
EN2100***	English Composition II	3.0
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1225	Essentials of Anatomy and Physiology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.5</b>

\*CI1154 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

## HEALTHCARE ACCOUNTING

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

The objective of the Associate of Science in Healthcare Accounting program is to prepare students for entry-level employment for accounting positions in a variety of settings. Program courses emphasize both theoretical concepts and practical skills consistent with industry expectations of professionals working within basic accounting, book-keeping, and auditing clerk positions. Course learning objectives emphasize key accounting functions and processes including cost accounting, payroll accounting, taxation, financial reporting, optimizing the reimbursement cycle and computer applications. Additionally, students gain an understanding of US healthcare delivery systems, healthcare business operations, medical law and ethics, coding, billing and reimbursement, and health records management.

A combination of general education and 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. All instruction occurs in a distance learning setting. Out-of-class work is required.

Upon successful completion of this program, the graduate will be awarded a Healthcare Accounting Associate of Science degree. Total program 1,095 clock hours/ 65 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (44.0 Credits)</b>		
AC1000	Principles of Accounting I	3.0
AC1020	Principles of Accounting II	3.0
AC1030	Accounting Software Applications	3.0
AC2060	Cost Accounting	3.0
AC2140	Payroll Accounting	3.0
BC1050	Introduction to Diagnostic and Procedural Coding	2.0
BC2050	Optimizing the Reimbursement Cycle	4.0
HM2028	Healthcare Business Operations	4.0
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
<b>Additional Degree Requirements (6.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0

<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>65.0</b>

## HEALTHCARE ACCOUNTING

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**Location:** Online

### PROGRAM DESCRIPTION

The objective of the Associate of Applied Science in Healthcare Accounting program is to prepare students for entry-level employment for accounting positions in a variety of settings. Program courses emphasize both theoretical concepts and practical skills consistent with industry expectations of professionals working within basic accounting, book-keeping, and auditing clerk positions. Course learning objectives emphasize key accounting functions and processes including cost accounting, payroll accounting, taxation, financial reporting, optimizing the reimbursement cycle and computer applications. Additionally, students gain an understanding of US healthcare delivery systems, healthcare business operations, medical law and ethics, coding, billing and reimbursement, and health records management.

A combination of general education and 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. All instruction occurs in a distance learning setting. Out-of-class work is required.

Upon successful completion of this program, the graduate will be awarded a Healthcare Accounting Associate of Applied Science degree. Total program 1,095 clock hours/ 65 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (40.0 Credits)</b>		
AC1000	Principles of Accounting I	3.0
AC1020	Principles of Accounting II	3.0
AC1030	Accounting Software Applications	3.0
AC2060	Cost Accounting	3.0
AC2140	Payroll Accounting	3.0
BC1050	Introduction to Diagnostic and Procedural Coding	2.0
BC2050	Optimizing the Reimbursement Cycle	4.0
HM2028	Healthcare Business Operations	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (10.0 Credits)</b>		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0



<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>65.0</b>

\*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

## HEALTHCARE MANAGEMENT

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**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 degree. Total Program: 1080 clock hours/66.0 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (51.0 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>66.0</b>

## HEALTHCARE MANAGEMENT

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**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 Applied Science degree. Total Program: 1080 clock hours/66.0 semester credits

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (45.0 Credits)</b>		
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
<b>Additional Degree Requirements (Arkansas Residents 6.0 Credits)</b>		
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Kansas Residents 6.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 6.0 Credits)</b>		
EN2100***	English Composition II	3.0
EN2150**	Interpersonal Professional Communications	3.0

<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>66.0</b>

\*CI1154 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

## HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**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 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 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. 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 degree. Total program: 1050 clock hours/61.0 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (46.0 Credits)</b>		
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

<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>61.0</b>

## HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**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 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 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 Applied Science degree. Total program: 1050 clock hours/61.0 semester credits.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (34.0 Credits)</b>		
CI1165	Introduction to Information Technology	4.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	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
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Arkansas Residents 12.0 Credits)</b>		
CI1170*	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000	Introduction to Communication	3.0



EN2150**	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Kansas Residents 12.0 Credits)</b>		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 12.0 Credits)</b>		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000***	Introduction to Communication	3.0
EN2150**	Interpersonal Professional Communications	3.0
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>61.0</b>

\*CI1170 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*EN1000 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

## 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 office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. 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 Administrative Assistant diploma. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits.

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

**Instructional Time:** 40 weeks

**Normal Time:** 45 weeks

### Required Courses

Course #	Course Title	Semester Credits
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
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
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Total Program</b>		<b>38.0</b>

## HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT

(Except Arkansas, Kansas and Minnesota Residents)

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. 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 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 Health Sciences-Medical Administrative Assistant Associate of Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

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

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (38.0 Credits)</b>		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
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
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (9.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0

<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>62.0</b>

## HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**Location:** Online

### PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. 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 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 Health Sciences-Medical Administrative Assistant Associate of Applied Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

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

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (34.0 Credits)</b>		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (13.0 Credits – Arkansas Residents Only)</b>		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0

<b>Additional Degree Requirements (13.0 Credits – Kansas Residents Only)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (13.0 Credits – Minnesota Residents Only)</b>		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>62.0</b>

\*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

## MEDICAL ASSISTANT

**Program Type: Diploma**

**Location: Clearwater**

### 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 campus 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: 62 weeks**

### Required Courses

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
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
<b>Total Program</b>		<b>42.5</b>

## HEALTH SCIENCES - MEDICAL ASSISTANT

(UMA graduates of corresponding diploma program only)

**Program Type:** Associate of Science

**Location:** Clearwater

### 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 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 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:** 87 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (42.5 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
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



<b>Elective Courses (3.0 Credits)</b>		
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
<b>Total Program</b>		<b>60.5</b>

## MEDICAL BILLING AND CODING

**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, 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 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 AAPC. Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 40 weeks**

**Normal Time: 45 weeks**

### 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
<b>Total Program</b>		<b>39.0</b>

## MEDICAL BILLING AND CODING

(Except Arkansas, Kansas and Minnesota Residents)

**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 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 AAPC. Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (39.0 Credits)</b>		
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
<b>Additional Degree Requirements (9.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0

<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>63.0</b>

## MEDICAL BILLING AND CODING

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied Science

**Location:** Online

### PROGRAM DESCRIPTION

The Associate of Applied 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 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 Applied 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 AAPC. Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time:** 70 weeks

**Normal Time:** 75 weeks

### Required Courses

Course #	Course Title	
<b>Core Course (35.0 Credits)</b>		<b>Semester Credits</b>
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
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Arkansas Residents 13.0 Credits)</b>		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0

SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (Kansas Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (Minnesota Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>63.0</b>

\*CI2000 satisfied the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

## MEDICAL OFFICE AND BILLING SPECIALIST

**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:** 45 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
<b>Total Program</b>		<b>38.0</b>

## HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

(Except Arkansas, Kansas and Minnesota)

**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 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:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (38.0 Credits)</b>		
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
<b>Additional Degree Requirements (9.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0



<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>62.0</b>

## HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

(Arkansas, Kansas and Minnesota Residents Only)

**Program Type:** Associate of Applied 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 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 Applied 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:** 75 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (34.0 Credits)</b>		
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
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Arkansas Residents 13.0 Credits)</b>		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0

<b>Additional Degree Requirements (Kansas Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (Minnesota Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Total Program</b>		<b>62.0</b>

\*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

## NURSING ASSISTANT

**Program Type: Diploma**

**Location: Clearwater**

### 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 occur at our residential campus, 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
<b>Total Program</b>		<b>6.0</b>

## PATIENT CARE TECHNICIAN

**Program Type:** Diploma

**Location:** Clearwater

### 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 campus 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. The Certified Patient Care Technician/Assistant (CPCT/A) and Certified Phlebotomy Technician (CPT) examinations are offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

**Instructional Time:** 42 weeks

**Normal Time:** 48 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
<b>Total Program</b>		<b>31.5</b>

## HEALTH SCIENCES - PHARMACY TECHNICIAN

(Except Arkansas and Kansas)

**Program Type:** Associate of Science

**Location:** Online

### 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 is 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 associate 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 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:** 72 weeks

**Normal Time:** 77 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (37.5 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Elective Courses (9.0 Credits)</b>		
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
<b>Total Program</b>		<b>61.5</b>

## HEALTH SCIENCES - PHARMACY TECHNICIAN

(Arkansas and Kansas Residents Only)

**Program Type:** Associate of Applied Science

**Location:** Online

### 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 is 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 associate 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 Applied Science 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:** 72 weeks

**Normal Time:** 77 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (37.5 Credits)</b>		
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
<b>General Education Courses (15.0 Credits)</b>		
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
<b>Elective Courses (Arkansas Residents 9.0 Credits)</b>		
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
<b>Elective Courses (Kansas Residents 9.0 Credits)</b>		
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
<b>Total Program</b>		<b>61.5</b>

\*CI1154 is a required course for Arkansas residents and satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

\*\*EN2150 is a required course for Arkansas residents and satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board.

## PHLEBOTOMY TECHNICIAN

**Program Type:** Diploma

**Location:** Clearwater

### 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 campus 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:** 14 weeks

### Required Courses

Course #	Course Title	Semester Credits
PH1110	Phlebotomy	6.5
PH3000	Clinical Externship for Phlebotomy	1.5
<b>Total Program</b>		<b>8.0</b>

# 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	HS	Health and Human Sciences	PH	Phlebotomy
BC	Billing and Coding	HT	Health Technology	PS	Psychology
CI	Computer Information	HU	Humanities	RX	Pharmacy Technology
CS	Customer Service	MA	Math	SC	Science
DA	Dental Assistant	MC	Medical Clinical	SO	Social Sciences
EN	English	ME	Medical Office	SS	Student Success
HI	History	MG	Management		
HM	Healthcare Management	NA	Nursing Assistant		

### AC1000 – PRINCIPLES OF ACCOUNTING I – 3.0 SEMESTER CREDITS

This course offers students an introduction to accounting with an emphasis on using accounting information to aid in decision-making. Course work will include a presentation of basic accounting concepts and techniques essential to business administration. Students will develop their analytical and critical thinking skills to make informed decisions about financial transactions, fiscal statements and basic accounting issues for a medical organization. Prerequisite: None

### AC1020 – PRINCIPLES OF ACCOUNTING II – 3.0 SEMESTER CREDITS

This course reinforces and expands upon the concepts covered in Principles of Accounting I. Topics include accounting for expenses, inventory, non-current assets, liabilities, depreciation, and equity. In addition, accounting practices in partnerships and corporate and non-profit organizations are covered, as well as those pertaining to financial statements and statement of cash flows. Prerequisite: AC1000

### AC1030 – ACCOUNTING SOFTWARE APPLICATIONS – 3.0 SEMESTER CREDITS

In this course, students will practice and develop real-world skills performing accounting transactions utilizing industry standard accounting software. Students will set up a company, create or modify general ledger accounts, enter customers and sales transactions, perform accounts payable and accounts receivable transactions, and generate financial reports. Additional topics will include assets, liabilities and inventory accounts. Prerequisites: AC1000 & AC1020

### AC2060 – COST ACCOUNTING – 3.0 SEMESTER CREDITS

In this course, students explore the basic principles of cost accounting, the different types of costing, and the ways in which organizations use this type of information to make decisions. Other topics covered include customer profitability analysis, service costs, budgeting and financial planning, transfer pricing, performance measurement, and the importance of non-financial indicators. Prerequisite: AC1020

### AC2140 - PAYROLL ACCOUNTING – 3.0 SEMESTER CREDITS

This course presents the fundamental skills and knowledge of calculating, journalizing, paying, and reporting of employee earnings, withholding, and payroll tax expenses. Students are provided with an understanding of the legal and regulatory aspects of business payroll, the calculation of federal and state unemployment taxes, and accounting entries related to the payroll function. Prerequisites: AC1000 & AC1020

### 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

**BC1050 - INTRODUCTION TO DIAGNOSTIC AND PROCEDURAL CODING – 2.0 SEMESTER CREDITS**

This course covers the basic coding guidelines for ICD-10-CM, CPT-4 and Level II (HCPCS) coding systems as well as HIPAA regulations and how they apply to coding medical records for reimbursement. Students will have a basic understanding of the concepts for each of these coding systems and will be able to apply the guidelines when reviewing assigned diagnosis and procedural services translated from written medical documentation into the appropriate medical code. Prerequisite: AC1020

**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. Prerequisites: None

**BC2050 – OPTIMIZING THE REIMBURSEMENT CYCLE – 4.0 SEMESTER CREDITS**

Healthcare practices and facilities depend on the translation of written medical documentation into numeric values (codes), which are then utilized by insurance carriers to reimburse healthcare providers for services rendered. This course will introduce students to the concept that assigned codes should be reviewed to maximize the payments that providers are legally entitled to. Students will understand the importance of medical necessity in the reimbursement process, methods for correct billing, and how coding to the highest level of specificity affects reimbursement. Prerequisites: BC1050 & ME2550

**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. Prerequisite: 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. Prerequisite: BC2530

**BC3035 BILLING AND CODING APPLICATION 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. Prerequisite: BC2535

**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. Prerequisites: 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

#### **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. The course will also help students prepare for Registered Dental Assistant (RDA) certification requirements. Laboratories include dental charting guidelines and requirements, identifying teeth numbers, and charting all dental symbols in a patient's dentition. Students will also learn about bloodborne pathogens (BBP) and will prepare for both BBP and HIV certification requirements. 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. Other lab procedures include instruction in coronal polishing, impressions, fluoride treatments, bite registration, and management of hazardous materials and infection control. The course also helps students prepare for First Aid, BLS, and Registered Dental Assistant (RDA) certification requirements. 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 classroom, students will gain an understanding in 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. 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. In the lab, students take x-rays until two full mouth series have been taken to the specifications set by the program. Students will have hands on practice with removing different types of sutures, as well as preparing a syringe for anesthetic. This course includes CPR certification and helps prepare students for Registered Dental Assistant (RDA) certification requirements as well. 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 use dental materials, mixing of different dental cements, the fabrication of temporary crowns, and four handed dentistry is taught. Students also prepare for the requirements of the Registered Dental Assistant (RDA) certification. Prerequisites: DA1110, DA1120 & DA1130

#### **DA1160 EXPANDED FUNCTIONS – 3.5 SEMESTER CREDITS**

The concentration of this course is on expanded functions. 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. This course also helps students prepare for Registered Dental Assistant (RDA) certification requirements. Prerequisites: DA1110, DA1120 & DA1130

#### **DA3040 EXTERNSHIP – 5.0 SEMESTER CREDITS**

This 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. It will also help them prepare to meet the Registered Dental Assistant (RDA) certification requirements. 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

#### **EN1150 ENGLISH COMPOSITION - 3.0 SEMESTER CREDITS**

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

**EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS - 3.0 SEMESTER CREDITS**

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

**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

#### **HM2028 - HEALTHCARE BUSINESS OPERATIONS – 4.0 SEMESTER CREDITS**

In this course, students will explore how to analyze the effective and efficient processes of a safe, medical operational environment. Continued focuses will be placed on medical office accounting, payment policies, and revenue cycle management. The structure of healthcare organizations is examined in relation to utilization of human and financial resources, information and data management, strategic planning, decision making, marketing, quality and facilities management. Performance measurement and improvement in organizational processes and personnel will also be reviewed. Prerequisites: AC1000 & AC1020

#### **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

**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. Prerequisites: 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 are 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 payment 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

**HU2000 CRITICAL THINKING AND PROBLEM SOLVING - 3.0 SEMESTER CREDITS**

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

**MA1015 COLLEGE MATH - 3.0 SEMESTER CREDITS**

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

**MC1110 PRINCIPLES OF ALLIED HEALTH – 5.0 SEMESTER CREDITS**

This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, and the importance of using basic learning and effective coping skills. The course also includes anatomy and physiology of the renal, 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 terminology).

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

**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, keyboarding. 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 and record keeping; EMR components; and effective written communication skills. 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. The course also covers 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. 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, wound care, 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 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 laboratory safety procedures, blood borne pathogens with HIV/AIDS training, 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 course also covers proper EKG placement, the identification of rhythm strips. 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. Basic bookkeeping, billing and collections, purchasing, banking and payroll as well as office safety and security are covered. Students will also complete CPR and First Aid training. Prerequisite: MC1130

**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 & MC1130

**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. Prerequisites: None

**ME1120 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING – 4.0 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. Prerequisites: 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

**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 musculoskeletal, 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

**ME1750 MEDICAL TRANSCRIPTION – 3.0 SEMESTER CREDITS**

This course introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports. Medical terminology and English language skills, report formats, and medical references are emphasized. Students will learn to transcribe inpatient and outpatient medical documentation in a secure and ethical manner in accordance with HIPAA guidelines. Prerequisite: ME1120

**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 the ICD-10-CM coding system. 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. Prerequisites: None

**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. Prerequisite: 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. Prerequisites: 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. Prerequisites: 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 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). 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. Students will also complete CPR and First Aid training. 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

**PS1000 PSYCHOLOGY - 3.0 SEMESTER CREDITS**

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

**PS2100 WORKING WITH PEOPLE – 3.0 SEMESTER CREDITS**

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

**PS2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS**

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). Prerequisites: None

**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 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. 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 chosen by the school staff and serves 180 hours practicing the responsibilities and duties of a pharmacy technician under facility/staff supervision. Students will also prepare a written report of their practical learning experience. Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, RX2030 & RX2999

**SC1040 GENERAL BIOLOGY - 3.0 SEMESTER CREDITS**

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

**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

**SC2020 HUMAN GROWTH AND DEVELOPMENT - 3.0 SEMESTER CREDITS**

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 that may have an impact on the life span development process are covered. Prerequisite: HS2305

**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. Prerequisites: 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**

The purpose of SS1000 is to introduce students to both skills and resources that will help them be successful in their UMA courses and program. Students will learn about specific resources and strategies to help them maximize their learning, as well as increase self-motivation and self-awareness. Through engaging interactive exercises and discussions within a community of learners, learners will discover new ways to commit to their success as a UMA student. While SS1000 centers on preparing you for academic success at UMA, you will find that the skills and strategies discussed are transferrable to both your personal and professional life. 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. Prerequisites: To be taken in the student's final semester of course work.

## TUITION AND FEES

(FOR MILITARY PRICING, PLEASE REFER TO “MILITARY ONLY” SECTIONS.)

### CLEARWATER DIPLOMA PROGRAMS

COST CALCULATED PER PROGRAM				
Diploma Program	Credits	Tuition	Books	Total Cost
Dental Assistant with Expanded Functions	26.0	\$15,000	Included	\$15,000
Medical Assistant	42.5	\$16,950	Included	\$16,950
Nursing Assistant	6.0	\$ 1,750	Included	\$ 1,750
Patient Care Technician	31.5	\$15,000	Included	\$15,000
Phlebotomy Technician	8.0	\$ 1,750	Included	\$ 1,750

### CLEARWATER ASSOCIATE DEGREE PROGRAMS

(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST INCLUDES DIPLOMA PROGRAM TUITION PLUS \$430/CREDIT HOUR FOR GE/ELECTIVE COURSES	
Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.	
Core Courses	General Education and Elective Courses
Cost Per Diploma Program	\$430 Per Credit Hour

Associate Degree Programs (For <u>Graduates</u> of Corresponding UMA Diploma Programs)	Credit Hours for GE/Elective Courses	Credits	Tuition	Books	Credit for <u>Graduates</u> of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	<u>Core Courses</u> \$13,600 <u>GE/Elective Courses</u> \$15,480	<u>Core Courses</u> \$1,400* <u>GE/Elective Courses</u> Included	-\$15,000	\$15,480
Health Sciences - Medical Assistant	18.0	60.5	<u>Core Courses</u> \$15,500 <u>GE/Elective Courses</u> \$7,740	<u>Core Courses</u> \$1,450* <u>GE/Elective Courses</u> Included	-\$16,950	\$ 7,740

\*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

## **CLEARWATER TUITION AND FEES – MILITARY ONLY**

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are Veterans, active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard or the Reserves and spouses and dependents of veterans and active duty military. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

### **VETERANS AND SPOUSES/DEPENDENTS OF VETERANS AND ACTIVE DUTY WHO QUALIFY FOR VA EDUCATIONAL BENEFITS**

Pricing includes anyone using Chapters 30, 31, 32, 33 or 35, VA Benefits or the GI Bill®.

### **CLEARWATER DIPLOMA PROGRAMS – MILITARY ONLY** (PLEASE REFER TO PRICING FOR CLEARWATER DIPLOMA PROGRAMS)

### **CLEARWATER ASSOCIATE OF SCIENCE PROGRAMS – MILITARY ONLY** (FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

<b>COST INCLUDES DIPLOMA PROGRAM TUITION PLUS \$430/CREDIT HOUR FOR GE/ELECTIVE COURSES</b>	
Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.	
Core Courses	General Education and Elective Courses
Cost Per Diploma Program	\$380 Per Credit Hour

Associate Degree Programs (For <u>Graduates</u> of Corresponding UMA Diploma Programs)	Credit Hours for GE/Elective Courses	Credits	Tuition	Books	Credit for <u>Graduates</u> of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	<u>Core Courses</u> \$13,600 <u>GE/Elective Courses</u> \$13,680	<u>Core Courses</u> \$1,400* <u>GE/Elective Courses</u> Included	-\$15,000	\$13,680
Health Sciences - Medical Assistant	18.0	60.5	<u>Core Courses</u> \$15,500 <u>GE/Elective Courses</u> \$6,840	<u>Core Courses</u> \$1,450* <u>GE/Elective Courses</u> Included	-\$16,950	\$ 6,840

\*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

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 [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

## ACTIVE DUTY, NATIONAL GUARD AND RESERVES

### **CLEARWATER DIPLOMA PROGRAMS – MILITARY ONLY** (PLEASE REFER TO PRICING FOR CLEARWATER DIPLOMA PROGRAMS)

### **CLEARWATER ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY** (FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

<b>COST INCLUDES DIPLOMA PROGRAM TUITION PLUS \$430/CREDIT HOUR FOR GE/ELECTIVE COURSES</b> <small>Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.</small>	
<b>Core Courses</b>	<b>General Education and Elective Courses</b>
Cost Per Diploma Program	\$330 Per Credit Hour

<b>Associate Degree (For <u>Graduates</u> of Corresponding UMA Diploma Programs)</b>	<b>Credit Hours for GE/Elective Courses</b>	<b>Credits</b>	<b>Tuition</b>	<b>Books</b>	<b>Credit for <u>Graduates</u> of Corresponding UMA Diploma Program</b>	<b>Total Cost</b>
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	<u>Core Courses</u> \$13,600 <u>GE/Elective Courses</u> \$11,880	<u>Core Courses</u> \$1,400* <u>GE/Elective Courses</u> No Charge	-\$15,000	\$11,880
Health Sciences - Medical Assistant	18.0	60.5	<u>Core Courses</u> \$15,500 <u>GE/Elective Courses</u> \$5,940	<u>Core Courses</u> \$1,450* <u>GE/Elective Courses</u> No Charge	-\$16,950	\$ 5,940

\*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

### **OPTIONAL STUDENT CHARGES FOR CLEARWATER CAMPUS**

In addition to the required tuition and fees, UMA students may purchase additional/replacement scrubs, equipment, and services during their enrollment. Items include the following:

- Additional Scrubs
  - XXS – XL Top with Logo                      \$14.18
  - 2XL – 4XL with Logo                            \$17.18
  - XXS – XL Women’s Pant                        \$15.18
  - 2XL – 4XL Women’s Pant                        \$18.18
  - XXS – XL Unisex Pant                            \$12.78
  - 2XL – 4XL Unisex Pant                            \$15.78
  - Additional Cost for Tall                        \$ 3.00
- Blood Pressure Cuff - \$22.10

- Pinellas Suncoast Transit Authority (PSTA) Fare GO Card
  - 7-Day Unlimited Reduced Fare GO Card - \$12.50
  - 31-Day Unlimited Reduced Fare GO Card - \$31.50

## UMA ONLINE DIPLOMA PROGRAMS

### **COST CALCULATED AT \$450 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated. Retake fees for the Medical Billing and Coding and Medical Office and Billing Specialist programs are charged at full tuition equal to the original cost of the course being retaken. (UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog.)

Diploma Programs	Credits	Tuition	Books	Total Cost
Medical Administrative Assistant	38.0	\$17,100	Included	\$17,100
Medical Billing and Coding	39.0	\$17,550	Included	\$17,550
Medical Office and Billing Specialist	38.0	\$17,100	Included	\$17,100

## UMA ONLINE ASSOCIATE DEGREE PROGRAMS

(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

Associate Degree Programs (For <u>Graduates</u> of Corresponding UMA Diploma Programs)	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences – Medical Administrative Assistant	62.0	\$27,900	Included	-\$17,100	\$10,800
Health Sciences – Medical Office and Billing Specialist	62.0	\$27,900	Included	-\$17,100	\$10,800
Medical Billing and Coding	63.0	\$28,350	Included	-\$17,550	\$10,800

## UMA ONLINE ASSOCIATE DEGREE PROGRAMS

(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

### **COST CALCULATED AT \$450 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated. Retake fees for all programs except Health Sciences - Pharmacy Technician are charged at full tuition equal to the original cost of the course being retaken. (UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Enrollment Classifications and State/Territory Disclosures section of this catalog.)

Associate Degree Programs	Credits	Tuition	Books	Total Cost
Health and Human Services	64.0	\$28,800	Included	\$28,800
Health Information Technology	63.5	\$28,575	Included	\$28,575
Healthcare Accounting	65.0	\$29,250	Included	\$29,250
Healthcare Management	66.0	\$29,700	Included	\$29,700
Health Sciences – Healthcare Technology & Systems	61.0	\$27,450	Included	\$27,450
Health Sciences – Medical Administrative Assistant	62.0	\$27,900	Included	\$27,900
Health Sciences - Medical Office and Billing Specialist	62.0	\$27,900	Included	\$27,900
Health Sciences - Pharmacy Technician	61.5	\$27,675	Included	\$27,675
Medical Billing and Coding	63.0	\$28,350	Included	\$28,350

## **UMA ONLINE TUITION AND FEES – MILITARY ONLY**

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are veterans, active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard or the Reserves and spouses and dependents of veterans and active duty military. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

### **FOR VETERANS AND SPOUSES/DEPENDENTS OF VETERANS AND ACTIVE DUTY WHO QUALIFY FOR VA EDUCATIONAL BENEFITS**

Pricing includes anyone using Chapters 30, 31, 32, 33 or 35, VA Benefits or the GI Bill®.

### **UMA ONLINE DIPLOMA PROGRAMS – MILITARY ONLY**

#### **COST CALCULATED AT \$395 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated.  
Retake fees for the Medical Billing and Coding and Medical Office and Billing Specialist programs are charged at full tuition equal to the original cost of the course being retaken.

(UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog.)

Diploma Programs	Credits	Tuition	Books	Total Cost
Medical Administrative Assistant	38.0	\$15,010	Included	\$15,010
Medical Billing and Coding	39.0	\$15,405	Included	\$15,405
Medical Office and Billing Specialist	38.0	\$15,010	Included	\$15,010

### **UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY** **(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)**

#### **COST CALCULATED AT \$395 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken. (UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog.)

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Medical Administrative Assistant	62.0	\$24,490	Included	-\$15,010	\$ 9,480
Health Sciences – Medical Office and Billing Specialist	62.0	\$24,490	Included	-\$15,010	\$ 9,480
Medical Billing and Coding	63.0	\$24,885	Included	-\$15,405	\$ 9,480

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 [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

**UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY**  
**(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)**

**COST CALCULATED AT \$395 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated.  
 Retake fees for all programs except Health Sciences – Pharmacy Technician are charged  
 at full tuition equal to the original cost of the course being retaken.

(UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications  
 and State/Territory Disclosures section of this catalog.)

<b>Associate Degree Programs</b>	<b>Credits</b>	<b>Tuition</b>	<b>Books</b>	<b>Total Cost</b>
Health and Human Services	64.0	\$25,280.00	Included	\$25,280.00
Health Information Technology	63.5	\$25,082.50	Included	\$25,082.50
Healthcare Accounting	65.0	\$25,675.00	Included	\$25,675.00
Healthcare Management	66.0	\$26,070.00	Included	\$26,070.00
Health Sciences – Healthcare Technology & Systems	61.0	\$24,095.00	Included	\$24,095.00
Health Sciences – Medical Administrative Assistant	62.0	\$24,490.00	Included	\$24,490.00
Health Sciences – Medical Office and Billing Specialist	62.0	\$24,490.00	Included	\$24,490.00
Health Sciences - Pharmacy Technician	61.5	\$24,292.50	Included	\$24,292.50
Medical Billing and Coding	63.0	\$24,885.00	Included	\$24,885.00

**FOR ACTIVE DUTY, NATIONAL GUARD, RESERVES**

**UMA ONLINE DIPLOMA PROGRAMS – MILITARY ONLY**

**COST CALCULATED AT \$345 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated.  
 Retake fees for the Medical Billing and Coding and Medical Office and Billing Specialist programs  
 are charged at full tuition equal to the original cost of the course being retaken.

(UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications  
 and State/Territory Disclosures section of this catalog.)

<b>Diploma Programs</b>	<b>Credits</b>	<b>Tuition</b>	<b>Books</b>	<b>Total Cost</b>
Medical Administrative Assistant	38.0	\$13,110	No Charge	\$13,110
Medical Billing and Coding	39.0	\$13,455	No Charge	\$13,455
Medical Office and Billing Specialist	38.0	\$13,110	No Charge	\$13,110



**UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY**  
**(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)**

**COST CALCULATED AT \$345 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken. (UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog.)

<b>Associate Degree Programs (For <u>Graduates</u> of Corresponding UMA Diploma Programs)</b>	<b>Credits</b>	<b>Tuition</b>	<b>Books</b>	<b>Credit for <u>Graduates</u> of Corresponding UMA Diploma Program</b>	<b>Total Cost</b>
Health Sciences – Medical Administrative Assistant	62.0	\$21,390	No Charge	<b>-\$13,110</b>	\$8,280
Health Sciences – Medical Office and Billing Specialist	62.0	\$21,390	No Charge	<b>-\$13,110</b>	\$8,280
Medical Billing and Coding	63.0	\$21,735	No Charge	<b>-\$13,455</b>	\$8,280

**UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY**  
**(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)**

**COST CALCULATED AT \$345 PER CREDIT HOUR**

Tuition cost varies when courses are failed and must be repeated.  
 Retake fees for all programs except Health Sciences – Pharmacy Technician are charged  
 at full tuition equal to the original cost of the course being retaken.

(UMA enrolls in selected states/territories. Refer to the Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog.)

<b>Associate Degree Programs</b>	<b>Credits</b>	<b>Tuition</b>	<b>Books</b>	<b>Total Cost</b>
Health and Human Services	64.0	\$22,080.00	No Charge	\$22,080.00
Health Information Technology	63.5	\$21,907.50	No Charge	\$21,907.50
Healthcare Accounting	65.0	\$22,425.00	No Charge	\$22,425.00
Healthcare Management	66.0	\$22,770.00	No Charge	\$22,770.00
Health Sciences – Healthcare Technology & Systems	61.0	\$21,045.00	No Charge	\$21,045.00
Health Sciences – Medical Administrative Assistant	62.0	\$21,390.00	No Charge	\$21,390.00
Health Sciences – Medical Office and Billing Specialist	62.0	\$21,390.00	No Charge	\$21,390.00
Health Sciences - Pharmacy Technician	61.5	\$21,217.50	No Charge	\$21,217.50
Medical Billing and Coding	63.0	\$21,735.00	No Charge	\$21,735.00



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