

ADDENDUM TO UMA CATALOG

VOLUME 4

Addendum Date: January 1, 2015

(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog.)



ULTIMATE MEDICAL ACADEMY

CATALOG ADDENDUM

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Addendum for Cover Page
Effective October 21, 2014

Cover (Insertion of Effective Dates)

Amendment to Effective Dates on January 1, 2015 to be Effective April 3, 2014 – January 31, 2015
Effective April 3, 2014 – December 31, 2014

Addendum for School Licensure, Accreditation and Approvals
Effective October 29, 2014

Page 9 (Insertion)

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

The Health Information Technology program is seeking accreditation from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago IL 60601-5800, 312-233-1100, www.cahiim.org/ and is currently in Candidacy Status pending an accreditation review by CAHIIM. CAHIIM is recognized by the Council for Higher Education and Accreditation (CHEA), a nationally recognized nongovernmental higher education organization that undertakes recognition of accrediting bodies.

Addendum for School Licensure, Accreditation and Approvals
Effective November 14, 2014

Page 9 (Revision announcing approval for Health and Human Services Associate of Science and Health Sciences – Healthcare Technology & Systems Associate of Science programs)

STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Ultimate Medical Academy's programs ~~with the exception of Health and Human Services Associate of Science and Health Sciences – Healthcare Technology & Systems Associate of Science~~ are approved by the Florida Department of Veterans' Affairs State Approving Agency for Veterans' Education and Training at all campuses.

Addendum for School Licensure, Accreditation and Approvals
Effective September 29, 2014

Page 9 (Revision)

STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Ultimate Medical Academy's programs ~~with the exception of Health and Human Services Associate of Science and Health Sciences – Healthcare Technology & Systems Associate of Science~~ are approved by the Florida Department of Veterans' Affairs State Approving Agency for Veterans' Education and Training at all campuses.

Addendum for School Licensure, Accreditation and Approvals
Effective July 15, 2014

Page 9 (Revision)

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 all campuses.

Addendum for School Licensure, Accreditation and Approvals
Effective May 27, 2014

Page 9 (Insertion)

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

Addendum for General Admissions Requirements
Effective December 19, 2014

Page 17 (Insertion)

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet one of the following requirements: be a high school graduate from a valid high school or have been officially home-schooled; possess a General Education Development (GED) certificate; successful completion of 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; or by other federally approved alternatives. UMA only accepts standard high school diplomas. **UMA does not accept students who do not meet the above requirements but have satisfactorily completed at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution.**

Addendum for General Admissions Requirements
Effective October 21, 2014

Page 17 (Insertion)

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet one of the following requirements: be a high school graduate from a valid high school or have been officially home-schooled; possess a General Education Development (GED) certificate; successful completion of 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; or by other federally approved alternatives. UMA only accepts standard high school diplomas.

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

All applicants must complete a high school attestation. In addition, UMA will select students for a proof of high school validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

In addition to the general admission requirements and procedures, please refer to the program specific admission requirements listed below. **Tuition and fees for all programs are listed in the Catalog Supplement for each campus.**

Addendum for General Admissions Requirements
Effective September 11, 2014

Page 17 (Insertion)

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet one of the following requirements: be a high school graduate from a valid high school **or have been officially home-schooled**; possess a General Education Development (GED) certificate; successful completion of 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; or by other federally approved alternatives. **UMA only accepts standard high school diplomas. For students who received a foreign high school diploma and cannot provide a copy, UMA accepts an academic transcript of the student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.** All applicants must complete a high school attestation. In addition, UMA will select students for a proof of high school validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

In addition to the general admission requirements and procedures, please refer to the program specific admission requirements listed below.

Addendum for General Admissions Requirements
Effective April 28, 2014

Page 17 (Insertion)

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet one of the following requirements: be a high school graduate from a valid high school; possess a General Education Development (GED) certificate; successful completion of 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; or by other federally approved alternatives. All applicants must complete a high school attestation. In addition, UMA will select students for a proof of high school validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

In addition to the general admission requirements and procedures, please refer to the program specific admission requirements listed below.

Addendum for Associated Courses and Transfer Credits
Effective December 19, 2014

Pages 17 – 18 (Replacement)

ASSOCIATED COURSES AND TRANSFER CREDITS

Students who transfer educational programs at UMA, students who transfer from one UMA campus to another UMA campus, or students who re-enter into UMA may be eligible to receive transfer credit for associated or like courses. The UMA Registrar's Office will perform a transfer credit evaluation and apply any eligible transfer courses to the new program. Please refer to the grading policy section of this catalog as some UMA programs require the minimum of a C as a passing grade.

For students who have successfully completed an eligible UMA diploma program and are entering into a corresponding associate degree program, all like credits from the successfully completed diploma program are accepted toward the associate degree. The student will receive a "TR" grade for the previously earned diploma academic credits.

Credits successfully completed in an associate degree are accepted for transfer into another associate program if the courses meet new program requirements.

Students who previously attended another college/school/university may request a transcript evaluation to determine if any of the credits earned transfer to UMA. The student should speak to the Registrar's Office to discuss transfer credits. UMA accepts evaluated and approved external academic credits earned at another institution which have a final grade of C or better.

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 Rasmussen College and National American University.

Addendum for Credit for Previous Education
Effective October 21, 2014

Pages 17 – 18 (Insertions)

All transcripts in a foreign language must be translated into English and then evaluated for equivalency to U.S. educational levels. A foreign transcript in English must be evaluated for equivalency. In cases when a foreign credential is received, UMA submits a request and pays for the translation and evaluation through an approved credentialing service.

The transfer-of-credit award is based on a five-level transcript analysis conducted by course level, title and number of credits, course objectives and course description. Course credits are granted only in semester credit hours. If a transcript contains quarter hours, the quarter hours are divided by 1.5 to obtain semester credit hours. Partial hours are not rounded up. Students granted transfer credit will be awarded a grade of “TC.”

For military transcripts, the ACE recommendation categories are reviewed for assistance in making transfer credit decisions.

ASSOCIATED COURSES AND TRANSFER CREDITS

Students who transfer educational programs at UMA and students who transfer from one UMA campus to another UMA campus may be eligible to receive transfer credit for associated or like courses passed. Students who re-enter into the same educational program will retain all attempts and grades and receive credit for all courses completed with a passing grade. Students who re-enter into a different educational program may be eligible to receive transfer credit for associated or like courses passed. Please refer to the grading policy as some UMA programs require the minimum of a C as a passing grade.

For students who have successfully completed an eligible UMA diploma and are entering into a corresponding associate degree program, all credits from the successfully completed diploma program are accepted toward the associate degree. The student will receive a “TR” grade for the previously earned diploma academic credit.

Credits successfully completed in an associate degree are accepted for transfer into another associate program if the courses meet new program requirements. The student will receive a “TR” grade for the previously earned associate degree academic credit.

UMA has articulation agreements with Rasmussen College and National American University.

Addendum for Admissions
Effective October 21, 2014

Page 19 (Insertion)

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

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

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

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

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

Addendum for Admissions Requirements for Online Programs
Effective April 28, 2014

Page 22 (Insertion)

ADMISSIONS REQUIREMENTS FOR ONLINE PROGRAMS

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

UMA utilizes an asynchronous learning environment demonstrated for students and faculty in their respective orientations. The orientation provides a comprehensive understanding of the learning environment.

UMA Online programs have the same goals as a traditional learning institution but due to its format, they use different methodologies than courses. For example, while a **ground** course uses small group discussions, an online class uses a threaded discussion board to review the same topic. In addition to threaded discussions, other distance education delivery methods available in UMA's LMS include online podcasts, interactive exercises, etc.

In addition to the foregoing admissions requirements, applicants to an online program must:

- Have Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the first day of the program, which includes:
 - Specific acclimation to Blackboard, UMA's Learning Management System
 - A browser check to ensure compliance with technical computer requirements
 - An introduction to online learning in general

Addendum for Online Technical Requirements
Effective December 29, 2014

Pages 22 – 23 (Replacement)

ONLINE TECHNICAL REQUIREMENTS

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

Hardware:

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

Software:

- Microsoft Office 2010 (Windows) or Microsoft Office 2011 (Macintosh)
- Adobe Acrobat Reader (latest version) at www.get.adobe.com/reader/
- Adobe Flash Player (latest version) at www.get.adobe.com/flashplayer/
- Adobe Shockwave Player (latest version) at www.get.adobe.com/shockwave/
- QuickTime Player 'Mac computers only' (latest version) at www.apple.com/quicktime/download/
- Java (latest version) at www.java.com/
- Some courses (especially IT) may require additional software (detailed in each course)

Internet Browser:

Both Windows and Mac Computers:

- Mozilla Firefox (latest version) at www.mozilla.org

Windows Based Computers:

- Internet Explorer 10 or 11
- Google Chrome (latest version) at www.google.com/chrome/

Mac Based Computers:

- Safari 6 and 7

Determine Which Browser and Version You Are Using:

- In **Firefox**, select **Firefox** then "**Help**" and **About Firefox**. The version of Firefox is located in the **Version** field.
- In **Internet Explorer**, select "**Help**" from the menu bar and click **About Internet Explorer** from the menu. The version of Internet Explorer will be displayed in the **Version** field.
- In **Google Chrome**, select the **Customize and Control Google Chrome** button on the top right hand side of the screen then select **About Google Chrome**. The version of Google Chrome is located in the **Version** field.
- In **Safari**, select **Safari** then "**Help**" and **About Safari**. The version of Safari is located in the **Version** field.

Disable Pop-up Blocker

Enable Cookies in Browser

Internet Service Provider:

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

Addendum for State Specific Information for Online Students
Effective September 29, 2014

Pages 24 (Insertion)

Indiana Residents

This institution is authorized by The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

Addendum for State Specific Information for Online Students
Effective June 28, 2014

Pages 24 (Insertion)

Ultimate Medical Academy is not currently enrolling for all programs in the state of Massachusetts.

Addendum for Pharmacy Technician State Requirements
Effective July 15, 2014

Pages 25 – 27 (Revisions/Insertions)

PHARMACY TECHNICIAN STATE REQUIREMENTS

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

The chart below outlines various states and whether or not UMA is accepting students who reside in those states. The definitions below outline the different Enrollment Classifications for the Pharmacy Technician diploma and Health Sciences degree program(s):

- **All Enrollment State** – a state where UMA is currently allowing students to Enroll, Reenter, Reenroll, or directly enroll in the Associate of Science in Health Sciences - Pharmacy Technician program or the Pharmacy Technician diploma program
- **Reentry State** – a state where UMA is allowing students to enroll who previously attempted and are seeking to re-enter the diploma or Associate of Science in Health Sciences – Pharmacy Technician programs
- **Reenroll State** – a state where UMA is accepting students who have graduated from the **UMA Pharmacy Technician** diploma program and are attempting to reenroll in the Associate of Science in Health Sciences - Pharmacy Technician **program**
- **Non Enrollment State** – a state where UMA is not currently enrolling students **in the diploma or Associate of Science in Health Sciences – Pharmacy Technician programs**

All Enrollment State	Reentry States	Reenroll States	Non Enrollment State
Alabama	Mississippi	California	Delaware
Alaska		Connecticut	District of Columbia
Arizona (effective 10-1-13)		Idaho	Louisiana
Arkansas		Kansas	Maryland
Colorado		Maine	Massachusetts
Florida		Mississippi	Minnesota
Georgia		New Hampshire	Montana
Hawaii		New York	Nevada
Illinois (effective 10-1-13)		North Carolina	New Mexico
Indiana (effective 10-1-13)		Ohio	North Dakota
Iowa		Pennsylvania	Oklahoma
Kentucky		Rhode Island	Oregon
Michigan		South Dakota	Puerto Rico
Missouri (effective 10-1-13)		Tennessee	South Carolina
Nebraska		Vermont	Utah
New Jersey (effective 10-1-13)		Virginia	Washington

Texas (effective 10-1-13)		Wyoming	West Virginia
Wisconsin			

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

State	Additional Pharmacy Technician Information for Students
Alabama, Alaska, Arkansas, Florida , Georgia, Iowa, Nebraska	Students enrolling or reentering the Pharmacy Technician diploma program or directly enrolling in the Health Sciences degree program must register with the state Board of Pharmacy prior to their externship.
Arizona, Illinois, Indiana, Mississippi , Missouri, New Jersey, Texas, Wyoming	Students in the diploma program must register with the State Board of Pharmacy prior to their externship.
Connecticut, Florida , Idaho, Kansas, Kentucky, Maine, New Hampshire, North Carolina, Rhode Island, South Dakota, Tennessee, Vermont	Students must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Mississippi	Students in the diploma program must register with the State Board of Pharmacy prior to their externship.
Maine	Students must register with the state Board of Pharmacy as a pharmacy technician in the state prior to their externship. Employment at a site is required in order to complete registration with the state Board of Pharmacy.
Virginia	Students in the diploma and the Health Sciences - Pharmacy Technician degree program must register with the State Board of Pharmacy prior to their externship. Students are required to become certified by the PTCB in order to be eligible to register with the State Board of Pharmacy for both externship and employment as a pharmacy technician in the state. Students in the diploma and the Health Sciences – Pharmacy Technician degree program must register with the State Board of Pharmacy prior their externship.
State	Additional Pharmacy Technician Information for Graduates
Alabama, Alaska, Arizona, Arkansas, California, Florida, Georgia, Illinois, Indiana, Mississippi, Missouri, Nebraska , New Jersey, North Carolina, Texas, Virginia, Wyoming	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 years of initial registration
California	Graduates are required to become certified by the PTCB in order to be eligible to register with the state Board of Pharmacy for employment as a pharmacy technician in the state.
Idaho, Indiana, Iowa	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 1 year of initial registration
Illinois, Texas, Wyoming	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 years of initial registration
Ohio	Graduates are required to become certified by the PTCB to be eligible for employment as a pharmacy technician
Mississippi	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB prior to the first renewal of their registration. All registrations expire on March 31st of each year.

North Carolina	Employment at a site is required in order to complete registration with the state Board of Pharmacy.
South Dakota	Graduates registering or renewing with the state Board of Pharmacy are required to have PTCB certification by July 1, 2014.
Virginia	Graduates are required to become certified by the PTCB in order to be eligible to register with the State Board of Pharmacy for both externship and employment as a pharmacy technician in the state.

Addendum for Pharmacy Technician State Requirements
Effective June 28, 2014

Pages 26 – 27 (Revisions) Ultimate Medical Academy is not currently enrolling residents from the state of Massachusetts.

The chart below outlines various states and whether or not UMA is accepting students who reside in those states. The definitions below outline the different Enrollment Classifications for the Pharmacy Technician diploma and Health Sciences degree program(s):

- **All Enrollment State** – a state where UMA is currently allows students to Enroll, Reenter, Reenroll, or directly enroll in the Associate of Science in Health Sciences - Pharmacy Technician program or the Pharmacy Technician diploma program
- **Reentry State**– a state where UMA is allowing students to enroll who previously attempted and are seeking to re-enter the diploma or Associate of Science in Health Sciences – Pharmacy Technician degree program
- **Reenroll State** – a state where UMA is accepting students who have graduated from the diploma program and are attempting to reenroll in the Associate of Science in Health Sciences - Pharmacy Technician
- **Non Enrollment State** – a state where UMA is not currently enrolling students

All Enrollment State	Reentry States	Reenroll States	Non Enrollment State
Alabama	Mississippi	California	Delaware
Alaska		Connecticut	District of Columbia
Arizona (effective 10-1-13)		Idaho	Louisiana
Arkansas		Kansas	Maryland
Colorado		Maine	Massachusetts
Florida		Massachusetts	Minnesota
Georgia		Mississippi	Montana
Hawaii		New Hampshire	Nevada
Illinois (effective 10-1-13)		New York	New Mexico
Indiana (effective 10-1-13)		North Carolina	North Dakota
Iowa		Ohio	Oklahoma
Kentucky		Pennsylvania	Oregon
Michigan		Rhode Island	Puerto Rico
Missouri (effective 10-1-13)		South Dakota	South Carolina
New Jersey (effective 10-1-13)		Tennessee	Utah
Texas (effective 10-1-13)		Vermont	Washington
Wisconsin		Virginia	West Virginia
		Wyoming	

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

State	Additional Pharmacy Technician Information for Students
Alabama, Alaska, Arkansas, Florida, Georgia, Iowa,	Students enrolling or reentering the Pharmacy Technician diploma program or directly enrolling in the Health Sciences degree program must register with the state Board of Pharmacy prior to their externship.
Arizona, Illinois, Indiana, Missouri, New Jersey, Texas, Wyoming	Students in the diploma program must register with the State Board of Pharmacy prior to their externship.
Connecticut, Idaho, Kansas, Kentucky, Maine, New Hampshire, North Carolina, Rhode Island, South Dakota, Tennessee, Vermont	Students must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Mississippi	Students in the diploma program must register with the State Board of Pharmacy prior to their externship.
Virginia	<p>Students in the diploma and the Health Sciences - Pharmacy Technician degree program must register with the State Board of Pharmacy prior to their externship. Students are required to become certified by the PTCB in order to be eligible to register with the State Board of Pharmacy for both externship and employment as a pharmacy technician in the state.</p> <p>Students in the diploma and the Health Sciences – Pharmacy Technician degree program must register with the State Board of Pharmacy prior to their externship.</p>
State	Additional Pharmacy Technician Information for Graduates
Alabama, Alaska, Arizona, Arkansas, California, Florida, Georgia, Illinois, Indiana, Massachusetts , Mississippi, Missouri, New Jersey, North Carolina, Texas, Virginia, Wyoming	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 years of initial registration
California	Graduates are required to become certified by the PTCB in order to be eligible to register with the state Board of Pharmacy for employment as a pharmacy technician in the state.
Idaho, Indiana, Iowa	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 1 year of initial registration
Illinois, Texas, Wyoming	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 year of initial registration
Massachusetts , Ohio	Graduates are required to become certified by the PTCB to be eligible for employment as a pharmacy technician
Mississippi	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB prior to the first renewal of their registration. All registrations expire on March 31st of each year.
North Carolina	Employment at a site is required in order to complete registration with the state Board of Pharmacy.
South Dakota	Graduates registering or renewing with the state Board of Pharmacy are required to have PTCB certification by July 1, 2014.
Virginia	Graduates are required to become certified by the PTCB in order to be eligible to register with the State Board of Pharmacy for both externship and employment as a pharmacy technician in the state.

Addendum for Cancellation and Refund Policies
Effective October 7, 2014

Pages 33 - 40 (Removal of all occurrences of "registration fee")

Effective for starts beginning November 1, 2014, UMA will no longer charge a registration fee.

Addendum for Cancellation and Refund Policies
Effective September 6, 2014

Pages 33 - 40 (Revision to all occurrences of "non-refundable registration fee")

Upon completion of the first class, students are responsible for a registration fee of up to \$150.

Addendum for Cancellation and Refund Policies
Effective May 27, 2014

Page 33 (Revision)

ONLINE STUDENTS

If an online student is not in attendance by the seventh calendar day after the start of a program, he or she is considered a cancel and will not incur tuition charges.

Addendum for Cancellation and Refund Policies
Effective September 29, 2014

Pages 37 (Insertion)

Pro Rata Refund Calculation for Standard Term Programs

Pertains to the following programs:

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

Addendum for Cancellation and Refund Policies
Effective August 29, 2014

Pages 38 (Insertion)

Indiana Residents Refund Policies

The UMA refund policies have been modified to meet the requirements of the state of Indiana. If your residence is in Indiana, please reference the following refund policies for your program.

Cancellation Policy for Indiana Residents

Any student who provides UMA with notice of intent to cancel his or her enrollment any time prior to the first scheduled day of a program does not incur tuition charges and registration fee. Students will be responsible for any book charges if shipped prior to cancellation. If books are returned, a student may receive a refund of applicable book charges. UMA will complete refunds within thirty-one days of the student's request for cancellation.

Pro Rata Refund Calculation for All Programs for Indiana Residents

Students are not responsible for the registration fee upon completion of the first class. A student that resides in Indiana who ceases enrollment at Ultimate Medical Academy 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 students 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.

Addendum for Academic Hold **Effective December 19, 2014**

Pages 47 – 48 (Insertions)

ACADEMIC HOLD

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

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

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

- Attend class
 - Register for class
 - Restart school from an inactive status
 - Obtain an official transcript or diploma
-
- Appeals to this policy can be made to the Campus Director for ground campuses and the Dean of Students for online students in writing **[except for failure to provide a valid high school standard diploma &/or transcript, GED or other acceptable alternatives (Please refer to the General Admissions Requirements addendum for this catalog.)]** The Campus Director/Dean of Online Students notifies students in writing regarding the results of an appeal.

Addendum for Academic Hold **Effective May 27, 2014**

Pages 47 – 48 (Insertions)

ACADEMIC HOLD

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

- An unpaid obligation to Ultimate Medical Academy
- Dismissal resulting from violation of Student Conduct

- Dismissal resulting from failure to provide a valid high school diploma &/or transcript, **GED or other acceptable alternatives**

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

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

Appeals to this policy can be made to the Campus Director for ground campuses and the Dean of Students for online students in writing (**except for failure to provide a valid High School Diploma, GED or other acceptable alternatives**). The Campus Director/Dean of Online Students notifies students in writing regarding the results of an appeal.

Addendum for Grading Systems and Grading Scales
Effective October 21, 2014

Pages 50 – 55 (Insertions and Revisions)

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

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

Course Quality Points Chart

Letter Grade	Quality Points	3 credits	4 credits	5 credits	6 credits
A	4	12	16	20	24
B	3	9	12	15	18
C	2	6	8	10	12
D	1	3	4	5	6
F	0	0	0	0	0
1 — Issued in programs where a “D” is considered passing.					

Insert the following grades into every grading scale:

Grade	Range	Definition
EC	N/A	Externship Complete (Medical Billing and Coding Program Only)
NC	N/A	Externship Not complete (Medical Billing and Coding Program Only)
*NG	N/A	No Grade (Applies to students who complete a course, earn a final grade and are administratively removed from the course in special circumstances)

Remove all occurrences of **◇ Associated Course** in grading scales.

EC = Externship Complete: This grade is assigned when a student completes a *voluntary Medical Billing and Coding* externship. This grade does not impact cumulative grade point average, pace of progress, or maximum time frame calculations nor does it count towards credits attempted.

NC = Externship Not Complete: This grade is assigned when a student does not complete a *voluntary Medical Billing and Coding* externship. This grade does not impact cumulative grade point average, pace of progress, or maximum time frame calculations nor does it count towards credits attempted.

W = Withdraw: This grade is assigned when a student withdraws from a course or is dropped from a program. A grade of “W” has no impact on CGPA. The course is considered attempted but not earned in the pace of progress

calculation. Clinical/externship/practicum hours may be reviewed, and upon approval, the hours may be transferred and credited towards the total 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.

Addendum for Grading Systems and Grading Scales
Effective April 28, 2014

Pages 50 – 53 (Remove “blank” externship extension grade for online students in the “Additional Grading Definitions” and “Online Grading Scale.” Both ground and online students will receive an “EE” grade for Externship Extension.)

ADDITIONAL GRADING DEFINITIONS

A, B, C, D, and F: Grades assigned to current students who complete the course. Letter grades are included in the grade point average, cumulative grade point average, pace of progress, and maximum time frame calculations for Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress policy in the catalog.

EE = Externship Extension: This grade is assigned when a student fails to complete all of the necessary externship hours required by their program within a scheduled grading period.

ONLINE GRADING SCALE

For all Online programs, a grade of ‘D’ or higher is required for successful course completion.

Grading Scale for ALL Online Programs

Grade	Range	Definitions	Quality Points
A	89.5 – 100	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
NA	N/A	No Attendance*	N/A
NG	N/A	No Grade*	N/A
Blank	N/A	Incomplete*	N/A
TC	N/A	External Transfer Credit	N/A
TR	N/A	Internal Transfer Credit	N/A
W	N/A	Withdraw	N/A
◆	N/A	Associated Course	N/A

*Registrars are responsible for applying the necessary grades

Addendum for Maximum Time Frame (MTF)
Effective April 28, 2014

Pages 52 – 53 (Remove additional 3.0 credits listed for Arkansas in “Health Sciences—Associate Degree Program Concentrations” under Medical Administrative Assistant, Medical Office and Billing Specialist and Pharmacy Technician.)

MAXIMUM TIME FRAME (MTF)

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

Maximum Time Frame		
Diplomas	Credit Hours Required	Maximum Credit Hours Attempted

Basic X-Ray Technician with Medical Office Procedures	41.5 Credits	62.0 Credits
Dental Assistant with Expanded Functions	26.0 Credits	39.0 Credits
Medical Administrative Assistant	36.0 Credits	54.0 Credits
Medical Assistant	42.5 Credits	63.5 Credits
Medical Billing and Coding	39.0 Credits	58.5 Credits
Medical Office and Billing Specialist	38.0 Credits	57.0 Credits
Medical/Clinical Laboratory Assistant	31.5 Credits	47.0 Credits
Nursing Assistant	6.0 Credits	9.0 Credits
Patient Care Technician	31.5 Credits	47.0 Credits
Pharmacy Technician	37.5 Credits	56.0 Credits
Phlebotomy Technician	8.0 Credits	12.0 Credits

Associate Degree Programs	Credit Hours Required	Maximum Credit Hours Attempted
Healthcare Management	66.0 Credits 69.0 Credits (Arkansas)	99.0 Credits 103.5 Credits (Arkansas)
Health Information Technology	63.5 Credits 66.5 Credits (Arkansas)	95.0 Credits 99.5 Credits (Arkansas)
Medical Billing and Coding	63.0 Credits 66.0 Credits (Arkansas)	94.5 Credits 99.0 Credits (Arkansas)
Nursing	75.0 Credits	112.5 Credits

Health Sciences - Associate Degree Program Concentrations	Credit Hours Required	Maximum Credit Hours Attempted
Basic X-Ray with Medical Office Procedures	62.5 Credits	93.5 Credits
Dental Assistant with Expanded Functions	62.0 Credits	93.0 Credits
Medical Administrative Assistant	60.0 Credits	90.0 Credits
Medical Assistant	60.5 Credits	90.5 Credits
Medical Office and Billing Specialist	62.0 Credits	93.0 Credits
Medical/Clinical Laboratory Assistant	61.5 Credits	92.0 Credits
Patient Care Technician	61.5 Credits	92.0 Credits
Pharmacy Technician	61.5 Credits	92.0 Credits

Addendum for Satisfactory Progress (SAP)
Effective June 4, 2014

Pages 55 – 60 (Replace entire section)

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal, state and accreditation regulations require students make satisfactory academic progress (SAP) to be eligible to receive federal student aid. Schools are required to measure SAP at the end of each evaluation point. SAP measurements include both qualitative (cumulative grade point average) and a quantitative (time-based, maximum time frame and pace of progress) evaluations.

Definitions:

Academic Success Plan (ASP): A plan which outlines steps the student must complete to achieve academic success in program of study and the timeline associated with the plan.

Appeal: A process by which a student who is not meeting SAP standards petitions the school for reconsideration of federal student aid eligibility. Please refer to the SAP Suspension Appeal Procedures section in the catalog.

Cumulative Grade Point Average (CGPA): Students at UMA must have earned a minimum of a 1.5 at the first evaluation point. Students must earn a minimum 2.0 CPGA at the second and subsequent evaluation point.

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) to remain enrolled in their educational program. The CGPA is calculated based on the prior academic history within the current enrollment.

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total Semester Hours Attempted}}$$

Evaluation Point: The evaluation point is defined as the period of time in which the student's satisfactory academic progress is evaluated.

- For online students, in all programs, the evaluation point is every 15 weeks.
- For ground students, the evaluation point for all associate degree programs is every 15 weeks, and the evaluation point for all diploma programs is every 18 weeks.
- Any student in an Associate Degree Program also will be evaluated at the end of the second academic year (at the end of the 4th semester).

Financial Aid/Academic Probation: A school status assigned to a student who has successfully appealed SAP Suspension and is eligible for Title IV funding for one more payment period.

Financial Aid/Academic Warning: A school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. The school reinstates federal student aid eligibility for one payment period without an appeal. This status applies to students who were meeting SAP requirements in the prior evaluation period or in their first evaluation period.

Grade Point Average (GPA): Based on academic performance and assigned for each evaluation point.

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

Maximum Time Frame (MTF): Federal regulations require students to complete their educational program within 150% of the published program length by semester hours. For example, if a program is 60 semester credits, students must complete their program in no greater than 90 attempted semester credits. Maximum Time Frame evaluations occur more frequently than the evaluation point previously defined and will occur at the end of each grading period.

Other Factors Which Impact SAP: Incomplete grades, withdrawal from courses/school, repeated classes and transfer credits all impact SAP calculations. Please refer to the OTHER FACTORS section later in the policy.

Pace of Progress (POP): Students, during the first evaluation point, must be progressing at a minimum of a 62% pace of progress at the first evaluation point. Students must maintain a 67% (normal rounding rules apply, 66.6% rounded to 67%) pace of progress at the second and subsequent evaluation point. Pace of Progress is calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted.

Quality Points: Quality Points are determined by assigning a numerical value for the letter grade earned in a course, multiplied by the semester credit hours associated with that course. For example, if you earn an "A" in a 3 semester credit course, you will earn 12 Quality Points for that course (4 x 3 = 12). Please refer to the grading policy for additional quality point information.

Satisfactory Academic Progress (SAP) Suspension: Represents a student, in the FA/AD Warning school status, who failed the SAP second consecutive evaluation point. Students in the SAP Suspension status are not eligible to receive aid. Students have ten calendar days to appeal. Students who do not appeal or do not file a successful appeal will be dismissed. Students who file a successful appeal are moved to the FA/AD Probation status and are eligible to remain in school and receive aid for one additional payment period.

Failure to Meet Satisfactory Academic Progress

The first time a student fails to meet any of the criteria required in Grade Point Average and/or Pace of Progress evaluations, the student is placed on Financial Aid/Academic Warning for the next measurement period. Students

in a Financial Aid/Academic Warning SAP status remain eligible to receive Title IV funding during the Financial Aid Warning period, which is the next evaluation period.

Students who fail to meet the Maximum Time Frame criteria are dismissed and may be eligible to appeal. Please see the MTF procedures outlined later in this policy. Students appealing a dismissal for having exceeded maximum time frame are advised that, if they wish to return in the same educational program, even if they are approved for an extended enrollment period, they do not regain eligibility for federal student financial aid assistance and, therefore, become a cash-paying student (see MTF appeal procedures). Students wishing to return in a different program will also need to submit and appeal (see MTF appeal procedures).

Students who fail to meet SAP requirements at the end of a Financial Aid /Academic Warning period are placed on SAP Suspension. Students with a SAP Suspension status are dismissed from UMA unless the student follows the procedures and timelines for an appeal. Please refer to the section entitled SAP Suspension Appeal procedures. Students who are appealing SAP Suspension status may remain in school until UMA makes a final determination of the appeal. During the appeal process, UMA will not disburse any federal student aid funds to the student's account.

Upon a successful SAP Suspension Appeal, the student regains federal student aid eligibility for one additional evaluation point. At the end of the additional evaluation point, UMA will recalculate the student's SAP and assess the student's adherence to the Academic Success Plan (ASP). Students found to be in adherence with the Academic Success Plan (ASP) will be allowed to remain in school, with a status of probation for an additional payment period. The student will remain eligible for federal student aid if the student is meeting the requirements for each grading period as outlined in the Academic Success Plan (ASP). Students who are not meeting the requirements of the Academic Success Plan (ASP) will be dismissed from UMA. Students who are dismissed are eligible to appeal to return to school under an Extended Enrollment Status with the appropriate payment plan.

If the student's SAP suspension Appeal is not successful, UMA will dismiss the student. For any courses the student attends, but does not complete during the appeal process, UMA will assign a grade of NG. The NG grade ensures the student is not charged for classes started but not completed during the appeal process. The NG grade will not impact any of the SAP, POP, or MTF calculations. UMA will unregister any courses during the new evaluation point for courses the student did not attend and the student will not be charged.

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.

Chart of Each Grade and its Related Impact on SAP Elements

Letter Grade	Description	Percentage	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Included in POP	Included in MTF
A	Outstanding	89.5 – 100	4.0	Yes	Yes	Yes	Yes	Yes
B	Above Average	79.5 - 89.49	3.0	Yes	Yes	Yes	Yes	Yes
C	Average	69.5 - 79.49	2.0	Yes	Yes	Yes	Yes	Yes
D	Below Average	59.5 - 69.49	1.0	Yes	Yes	Yes	Yes	Yes
F	Failure	Below 59.5	0.0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	-	No	No	No	No	No
I/blank	Incomplete	-	-	Yes	No	No	No	No
NA	No Attendance	-	N/A	No	No	No	No	No
NG	No Grade	N/A	N/A	No	No	No	No	No
TC	External Transfer Credit	-	-	Yes	Yes	No	Yes	Yes

TR	Internal Transfer Credit	-	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	-	No	Yes	No	Yes	Yes

OTHER FACTORS THAT MAY IMPACT SAP

In addition to the final letter grades issued by UMA, there are additional factors which also impact a student's SAP. Incomplete grades, withdrawal from a course or the school, associated courses and transfer credits. To understand the impact other factors may have on a student's SAP, please see the following sections of the catalog entitled: Associated Courses and Transfer Credits, Repeated Courses, Withdrawal or Dismissal Procedures and Incomplete courses.

STUDENT NOTIFICATION

Students receive written notification of the results of all SAP evaluations and related activities. SAP evaluation notifications include placing a student on Financial Aid Warning or Financial Aid Probation, dismissing a student from school for failure to meet SAP requirements, academic success plans, informing a student of return to SAP met status and notification of approval or denial of a SAP or other academic appeal. Students who are dismissed from UMA will be given an NG grade in the current class the student is dismissed from and will be unregistered from all future classes.

SAP SUSPENSION APPEAL PROCEDURES

No later than 15 calendar days of the end of the evaluation point, UMA performs SAP calculations and notifies the student of the results. Within 10 calendar days of the date of the UMA written notification to the student regarding being placed on Financial Aid Probation, the student may submit a written appeal to the Campus Director of Education or Learner Services Advisor (ground students) or to the Learner Services Advisor (online students).

Acceptable circumstances for a SAP appeal are:

1. Illness of student
2. Loss of family member
3. Other special circumstances

All appeals must be documented. Students must complete the appeal form that includes the reason for the appeal and how the situation has changed to ensure a student does not continue to fail SAP (last updated: March 31, 2014 Online Addendum Pg. 35 standards). The student must submit the appeal form and supporting documentation to the Campus Director of Education or Learner Services Advisor (ground students) or to the Learner Services Advisor (online students). The appeal should explain the circumstances that a student believes would have a bearing on the SAP appeal decision. In addition, the student and a Learner Service Advisor (online) or Program Director (ground) must prepare an academic success plan which outlines specific actions a student must take in order to meet SAP standards.

UMA considers a student's written appeal, academic success plan, academic and attendance records and may obtain relevant information from instructors. Based on these considerations, a determination is made by the Academic Affairs Liaison (online) or Program Director (ground) whether to grant a SAP appeal and allow a student to remain in school.

If an appeal is granted, the reason for approval is documented in the student's academic record. The student is then notified of the appeal decision and requirements in writing. As a condition of a SAP appeal approval, the student must agree to comply with the requirements outlined in an academic success plan including the timing for students to repeat previously-failed coursework. A student is eligible to remain in school in a FA/AD probation status as long as they are meeting their academic success plan. The academic success plan is evaluated at the end of each grading period and at the next SAP evaluation point. Students who fail to meet the terms of their academic success plan are dismissed.

Students are notified in writing, usually within five business days of the submission of a complete written appeal, of the decision on a SAP appeal. The appeal decision is final. If a student fails to submit a written appeal within 10 calendar days of being notified of placement on SAP Suspension, he/she is dismissed.

MAXIMUM TIME FRAME (MTF) APPEAL PROCEDURES

Students who reach Maximum Time Frame are dismissed from UMA. This dismissal will occur at the point UMA determines the student will violate MTF prior to completion of the program, not at the point the student actually violates MTF. Students may submit a written appeal to the Campus Director of Education (DOE) or Learner Services Advisor. Students who are dismissed and wish to immediately return to their education program must file the MTF appeal within ten calendar days of dismissal. Students who are dismissed for MTF and experience a break in their enrollment are required to contact the Learner Services Advisor or Reentry Coordinator to file the appeal.

In order for a student to be eligible to appeal the MTF dismissal and return to the same educational program, they must have a minimum 1.5 CGPA and already completed at least 60% of the educational program prior to the MTF dismissal. Students are also required to meet with the Learner Services Advisor or Campus Director of Education prior to returning to school.

Students wishing to appeal and enter into a different educational program must meet with the Learner Services Advisor to determine the student's eligibility and requirements to reenter.

All appeals must be documented in writing by the student and submitted to the Campus Director of Education (DOE) or Learner Services Advisor (ground students) or the Learner Services Advisor (online students). Students must provide documentation that includes the reason for the appeal and must work with the DOE/LSA (ground) or LSA (online) to prepare an academic success plan which outlines specific actions a student will take in order to complete his/her program in a timely manner.

UMA considers a student's written appeal, academic success plan, and academic and attendance records. Based on this review, determination is made whether to grant an appeal and allow a student to reenter as a cash-paying student. The appeal decision is final.

If an appeal is granted, the reason for approval is documented in the student's academic record. The student is then notified of the decision in writing. As a condition of an MTF appeal approval, students must agree to comply with the requirements outlined in their academic success plan including the timing for them to repeat previously failed coursework. A student remains in school on Extended Enrollment for the duration of time outlined in his/her academic success plan.

Students are notified in writing, usually within five business days of the submission of a complete written appeal, of the decision on a MTF appeal. The appeal decision is final. If a student fails to submit a written appeal within 10 calendar days of being notified of MTF violation, he/she is dismissed.

SAP NOT MET / EXTENDED ENROLLMENT APPEAL PROCEDURES

Students who fail their Academic/FA Probation period or students in an associate degree who do not have the required 2.0 CGPA at the end of the second academic year are dismissed from UMA. Students who are dismissed for failure to meet requirements of their academic success plan are eligible to appeal to return to UMA as a cash-paying student.

All appeals must be documented. Students must provide documentation that includes the reason for the appeal and must prepare (with a designated school official) an academic success plan which outlines specific actions per grading period a student will take in order to complete his/her program in a timely manner.

UMA considers a student's written appeal, academic success plan and academic and attendance records. Based on the review of this information, the Academic Affairs Liaison and Program Director (ground) will determine whether to grant an appeal and allow a student to re-enter as a cash-paying student.

If an appeal is granted, the reason for approval is documented in a student's academic record. The students are then notified in writing. As a condition of the appeal approval, students must agree to comply with the requirements outlined in their academic success plan including the timing for them to repeat previously failed coursework. A student remains in school on Extended Enrollment for the duration of time as outlined in his/her academic success plan.

Addendum for Associated Courses and Transfer Credits
Effective December 19, 2014

Page 60 (Replacement)

ASSOCIATED COURSES AND TRANSFER CREDITS

Students who transfer educational programs at UMA, students who transfer from one UMA campus to another UMA campus, or students who re-enter into UMA may be eligible to receive transfer credit for associated or like courses. The UMA Registrar's Office will perform a transfer credit evaluation and apply any eligible transfer courses to the new program. Please refer to the grading policy section of this catalog as some UMA programs require the minimum of a C as a passing grade.

For students who have successfully completed an eligible UMA diploma program and are entering into a corresponding associate degree program, all like credits from the successfully completed diploma program are accepted toward the associate degree. The student will receive a "TR" grade for the previously earned diploma academic credits.

Credits successfully completed in an associate degree are accepted for transfer into another associate program if the courses meet new program requirements.

Students who previously attended another college/school/university may request a transcript evaluation to determine if any of the credits earned transfer to UMA. The student should speak to the Registrar's Office to discuss transfer credits. UMA accepts evaluated and approved external academic credits earned at another institution which have a final grade of C or better.

Addendum for Repeated Courses
Effective October 21, 2014

Page 60 (Insertion of additional grades)

No course may be repeated more than twice and only as scheduling permits. Grades of "EC," "NC," "NG," "*NG," "NA" and "W" do not count in the repeated course limitation.

Addendum for Repeated Courses
Effective May 19, 2014

Pages 60 – 61 (Remove "four failing grades in consecutive grading periods" (#4))

REPEATED COURSES

1. No course may be repeated more than twice and only as scheduling permits. Grades of "NG," "NA" and "W" do not count in the repeated course limitation. The highest grade received on the repeated course becomes the final grade and replaces all other grades for that course in the CGPA calculation. All other attempts count in the maximum time frame and pace of progress calculations as attempted but not earned credits.
2. If a student fails to earn a passing grade in a required course, he/she must repeat that course.
3. Students who fail a required course three times are dismissed from their program. Students cannot transfer to another program that contains the same required course.
- ~~4. Any student receiving four failing grades in consecutive grading periods may file a written appeal requesting not to be dismissed from UMA. This appeal must be filed within ten calendar days of the posting of the final grade using the SAP appeal procedures listed in the catalog. If an appeal is not filed or accepted, the student will be dismissed. The four failing grades are tied to the student's overall enrollment history and are not limited to the current period of enrollment.~~
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 pace of progress and maximum time frame.

NOTE: If students are retaking a course in an attempt to raise the CGPA and the student fails the same course three times, even if one D is earned, the student will be dismissed for failing the same course three times.

Addendum for Withdrawal or Dismissal Procedure
Effective November 3, 2014

Pages 65 - 66 (Revisions/Insertions)

WITHDRAWAL OR DISMISSAL PROCEDURE

OFFICIAL WITHDRAWAL

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

Ground Students: Contact the **Director of Education** either in person, by telephone, mail or email to notify UMA of your intent to withdraw from your program.

Online Students: Contact **the Registrar's Office** by telephone, mail or email to notify UMA of your intent to withdraw from your program.

Students who withdraw from their program of study during a grading period, and after any applicable drop/add or change of courses policy, will receive a "W" grade as outlined in our grading system policy for any course currently in progress. The student will receive a "NA" grade for any courses scheduled in which the student did not begin attendance.

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

INTENT TO CANCEL WITHDRAWAL

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

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

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

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

UNOFFICIAL WITHDRAWAL

UMA will withdraw any student who:

- 1. Violates the published attendance policy or**
- 2. Fails to return from a Leave of Absence or Written Confirmation of Future Attendance**

UMA will dismiss any student who:

- 1. Violates the Student Code of Conduct or any required policies, or**
- 2. Fails to meet the required Satisfactory Academic Progress Policy requirements**

UMA will notify any student it withdraws or dismisses from school. Students who are withdrawn from their program of study during a grading period and after any applicable drop/add or change of courses policy will receive a “W” grade as outlined in our grading system policy for any course currently in progress. The student will receive a “NA” grade for any courses scheduled in which the student did not begin attendance.

Students who are withdrawn from their program of study are subject to the results of the Return of Title IV refunds calculation and the institutional refund calculation. Please refer to the Refund 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.

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

Addendum for Withdrawal or Dismissal Procedure
Effective June 4, 2014

Pages 65 - 66 (Revisions/Insertions)

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 determine the need to withdraw from school prior to completion of their program must follow the steps below for an official withdrawal:

Ground Students: Contact the Program Director (Tampa)/Learner Services (Clearwater) either in person, by telephone, mail or email to notify UMA of your intent to withdraw from your program.

Online Students: Contact Learner Services by telephone, mail or email to notify UMA of your intent to withdraw from your program.

Students who withdraw from their program of study during a grading period, and after any applicable drop/add or change of courses policy, will receive a “W” grade as outlined in our grading system policy for any course currently in progress. The student will receive a “NA” grade for any courses scheduled in which the student did not begin attendance.

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

RESCISSION OF WITHDRAWAL NOTIFICATION

Any student who requests to withdraw from UMA and subsequently chooses to rescind this decision must do so in writing within 3 business days from the date the official notification was provided to Learner Services (online) or the Program Director (Tampa ground)/Learner Services (Clearwater ground).

Online students may elect to complete the recession form, which is provided by the Learner Service Advisor, via DocuSign. Ground students will complete the recession form via DocuSign or the paper form provided by the Program Director (Tampa ground)/Learner Services (Clearwater ground).

Students wishing to rescind their official 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 rescind the official withdrawal and return to school.

UNOFFICIAL WITHDRAWAL

UMA will withdraw (dismiss) any student who:

3. Violates the published attendance policy or
4. Fails to return from a scheduled leave (Leave of Absence or Written Confirmation of Future Attendance or

5. Violates the Student Code of Conduct or any required policies, or
6. 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 and after any applicable drop/add or change of courses policy will receive a “W” grade as outlined in our grading system policy for any course currently in progress. The student will receive a “NA” grade for any courses scheduled in which the student did not begin attendance.

Students who are withdrawn from their program of study are subject to the results of the Return of Title IV refunds calculation and the institutional refund calculation. Please refer to the Refund 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.

Addendum for Externship Extension
Effective July 15, 2014

Pages 70 – 71 (Replace entire section)

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. Hours earned during the first grading period are transferred into the Externship Extension period and are credited 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, one final grading period to complete their hours, upon review and approval by the appropriate school officials. Hours earned in the original course and subsequent extensions are transferred to the final extension grading period.

Students who do not complete the required hours after all allowable extensions (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. In special circumstances, the Campus Director (ground) or Dean of Students (online) may grant one additional appeal period (4th and final attempt) for students who are unable to complete their hours due to circumstances beyond the student’s control.

Students who receive an “F” grade due to site dismissal for conduct or policy violations or other negative student actions will be not allowed to transfer any completed hours into the new course.

Addendum for Externship Extension
Effective April 28, 2014

Pages 70 – 71 (Revisions and remove “blank” grade for online students)

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 grade (“EE”) 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. Hours earned during the first grading period are transferred into the Externship Extension period and are credited towards completion of the externship requirement.

Upon receiving an Externship Extension grade, the student may be scheduled for one additional grading period, in a new class and hours already earned are credited towards this new grading period. Students who have not completed the required hours by the end of the second grading period may appeal to receive one additional grading period. Students who fail to complete the externship requirements at the end of the required timeframe will receive an “F” grade. The Externship Extension grade is not considered as credits attempted or credits earned. The Externship Extension grade is not included in the Cumulative Grade Point Average, Pace of Progress or Maximum Time Frame when calculating Satisfactory Academic Progress. **Please see the Satisfactory Academic Progress (SAP) Addendum and Grading Policies in the Academic Section of this catalog.**

Students who do not complete the required hours within the Externship Extension grading period may be granted, on a case-by-case basis, one final grading period to complete their hours, upon review and approval by the appropriate school officials. Hours earned in the original course and subsequent extension will be transferred to the final extension grading period.

Students who do not complete the required hours after all allowable extensions will receive an “F” grade in the final grading period and will be required to repeat the course in its entirety. Hours earned in an externship course that receives a final “F” grade due to the lack of required hours will **not** be allowed to carry over earned hours into the new course.

Students who receive an “F” grade due to site dismissal for conduct or policy violations, or other negative student actions will be not allowed to transfer any completed hours into the new course.

Addendum for Programs
Effective October 29, 2014

Page 82 (Insertion for Health Information Technology Program under Program Description)

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

Addendum for Programs
Effective October 21, 2014

Page 72 (Insertion of Course Numbering System, Associate Degree Title for Arkansas Residents and Two New Programs for the Online Campus)

COURSE NUMBERING SYSTEM

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

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

ONLINE CAMPUS (NON-MAIN CAMPUS)

Diploma

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

- Pharmacy Technician

Associate of Science/**Associate of Applied Science for Arkansas Residents**

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

Addendum for Programs
Effective April 28, 2014

Page 72 (Insertion)

PROGRAMS

CLEARWATER (MAIN CAMPUS)

Diploma

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

Associate of Science

- Health Sciences
 - **Basic X-Ray with Medical Office Procedures**
 - Dental Assistant with Expanded Functions
 - Medical Assistant
 - Medical/Clinical Laboratory Assistant
 - Patient Care Technician
 - Pharmacy Technician

Addendum for Health Sciences Programs with Concentrations in Basic X-Ray with Medical Office Procedures, Dental Assistant with Expanded Functions, Medical Assistant, Medical/Clinical Laboratory Assistant and Patient Care Technician
Effective July 21, 2014

Pages 75, 78, 88, 94, 103 (Remove general education and electives at "online" campus)

General Education and Electives – Clearwater, Tampa **and-Online**

Addendum for Programs
Effective November 26, 2014

Pages 75 – 106 (Revision to Instructional Time for the following Health Sciences Concentrations: Basic X-Ray with Medical Office Procedures, Dental Assistant with Expanded Functions, Medical Assistant, Medical Administrative Assistant, Medical/Clinical Laboratory Assistant, Medical Office and Billing Specialist, Patient Care Technician and Pharmacy Technician)

Instructional Time: ~~60.5–62.5~~ 60 weeks (for Medical Administrative Assistant and Medical Office and Billing Specialist)

Instructional Time: ~~60.5–62.5~~ 67 weeks (for Medical/Clinical Laboratory Assistant, Patient Care Technician, Pharmacy Technician – Ground Only)

Instructional Time: ~~60.5–62.5~~ 72 weeks (for Pharmacy Technician – Online Only)

Instructional Time: ~~60.5–62.5~~ 77 weeks (for Dental Assistant with Expanded Functions)

Instructional Time: ~~60.5–62.5~~ 81 weeks (for Basic X-Ray with Medical Office Procedures and Medical Assistant)

Page 103 (Revision to total clock hours for Health Sciences - Patient Care Technician program)

Total Program: ~~1080-1170~~ clock hours/61.5 semester credits

Addendum for Programs
Effective September 29, 2014

Page 80 (Insertion of New Programs - First Class Starts November 3, 2014)

HEALTH AND HUMAN SERVICES

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 assistant graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

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

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Total program: 960 clock hours/64.0 semester credits.

Instructional time: 70 weeks

Normal time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (46.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0

HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
General Education Courses (18.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		64.0

Additional Program Information: For information on student graduation rates, retention and placement rates, and student financial obligations, visit <http://ultimatemedical.edu/consumerinfo.pdf>

COURSE DESCRIPTIONS

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None

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. Pre-requisite: 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

This course enables students to apply the knowledge, skills, and values learned in previous courses to this capstone. Journaling, case study assignments, and research projects may be used to demonstrate practical application of theories and concepts. Through collaboration with their program chair, students develop goals and evaluation methods for the practicum. Registration in the health and human services practicum is contingent upon successful completion of all previous courses in the health and human services associate level program. Prerequisites: HT1000, 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 US and changes in the current healthcare environment will also be examined. Prerequisite: None

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. Prerequisite: 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. Prerequisite: None

ME1160 MEDICAL TERMINOLOGY - 4.0 SEMESTER CREDITS

Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including: muscular, skeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field.

Prerequisite: None

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

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. Prerequisite: 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 for Health and Human Services Associate of Science only

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. Prerequisite: 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. Prerequisite: 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. Pre-requisite: SC2020

SS1000 STUDENT SUCCESS - 1.0 SEMESTER CREDITS

Offered at the beginning of every program, this course fosters the essential skills required for success in school, work and life. Through an examination of four critical themes, students will explore applications of self-efficacy, time management, study skills and effective communications as well as personal and professional reflection. This engaging, hands-on course provides students with an opportunity to envision their career path, goal-set, build effective conflict resolution skills while exploring various support services throughout UMA. Through various interactive exercises, students will be able to apply a deeper understanding of themselves, their career path and their learning preferences to their studies and long-term goals. Upon completion of this course, students will create their own UMA Academic Success Plan that will serve as a personal commitment to their professional and educational goals. Prerequisite: 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. Through this and other application-based activities, the career success course ensures that students will succeed in their new role as an Allied Health professional. Prerequisites: To be taken in the student's final semester of course work.

HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS

Program Type: Associate of Science

Location: Online

PROGRAM DESCRIPTION

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

The objective of the Health Sciences Healthcare Technology & Systems Associate 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. Total program: 1050 clock hours/61.0 semester credits.

Instruction Time: 70 weeks

Normal Time: 74 weeks

Required Courses

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

SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		61.0

Additional Program Information: For information on student graduation rates, retention and placement rates, and student financial obligations, visit <http://ultimatemedical.edu/consumerinfo.pdf>

COURSE DESCRIPTIONS

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. Prerequisite: 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

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

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None

HT1000 INTRODUCTION TO U.S. HEALTHCARE DELIVERY – 3.0 SEMESTER CREDITS

This course provides an introduction to health care delivery in the United States through an evaluation of systems and theory. Topics of study include the types of professionals employed in health care, the institutions that provide services across the care continuum and the effects of internal and external environments on the health care delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined. Prerequisite: None

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

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. Prerequisite: 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. Prerequisite: None

ME1160 MEDICAL TERMINOLOGY- 4.0 SEMESTER CREDITS

Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including: muscular, skeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field. Prerequisite: 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. Prerequisite: 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. Prerequisite: None

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None

SS1000 STUDENT SUCCESS – 1.0 SEMESTER CREDITS

Offered at the beginning of every program, this course fosters the essential skills required for success in school, work and life. Through an examination of four critical themes, students will explore applications of self-efficacy, time management, study skills and effective communications as well as personal and professional reflection. This engaging, hands-on course provides students with an opportunity to envision their career path, goal-set, build effective conflict resolution skills while exploring various support services throughout UMA. Through various interactive exercises, students will be able to apply a deeper understanding of themselves, their career path and their learning preferences to their studies and long-term goals. Upon completion of this course, students will create their own UMA Academic Success Plan that will serve as a personal commitment to their professional and educational goals. (Currently offered in Health and Human Services Associate of Science and Health Sciences – Healthcare Systems & Technology Associate of Science) Prerequisite: 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. Through this and other application-based activities, the career success course ensures that students will succeed in their new role as an Allied Health professional. Prerequisites: To be taken in the student's final semester of course work.

Addendum for Programs
Effective October 21, 2014

Page 82 (Insertion for Health Information Technology Program)

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. (Revised 11/3/14)

Pages 90 – 92 (Insertion for Medical Billing and Coding Diploma and Associate of Science Programs)

UMA offers one of the following four short-term optional externship courses exclusively to graduates of the Medical Billing and Coding diploma or associate of science programs. The Accrediting Bureau of Health Education Schools (ABHES) accreditation clearly states that these excluded courses are not included within the institution's grant of accreditation. Please see the Grading Systems section of this catalog for additional information regarding grading for these non-credit courses. Please contact Career Services to arrange for this *voluntary* externship upon graduation.

<u>Course Name</u>	<u>Length</u>	<u>Credential</u>	<u>Delivery Method</u>
Optional Externship – Medical Billing and Coding	90 Hours	Certificate	Externship
Optional Externship – Medical Billing and Coding	120 Hours	Certificate	Externship
Optional Externship – Medical Billing and Coding	150 Hours	Certificate	Externship
Optional Externship – Medical Billing and Coding	180 Hours	Certificate	Externship

Page 99 (Revision to Nursing program outline identifying general education courses and showing total credits for core and general education courses)

<u>Course #</u>	<u>Course Title</u>	<u>Semester Credits</u>
Core Courses (60.0 Credits)		
RN1100	Fundamentals of Nursing I	3.5
RN1110	Fundamentals of Nursing II	4.0
RN1120	Pharmacology/Drug Administration	2.5
RN2100	Adult Health Nursing I	8.0
RN2110	Adult Health Nursing II	6.0
RN3100	Maternal Infant Nursing	4.0
RN3110	Pediatric Nursing	4.0
RN3120	Psychiatric Nursing	4.0
RN3200	Adult Health Nursing III	3.0
RN3210	Nursing Management and Leadership	3.0
SC1060	Introduction to Microbiology	4.0
SC1070	Anatomy and Physiology I	4.0
SC1075	Anatomy and Physiology II	4.0
SC2010	Human Nutrition	3.0
SC2020	Human Growth and Development	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SO1050	Sociology	3.0
Total Program		75.0

Addendum for Programs
Effective November 24, 2014

Page 106 (Insertion for Online Normal Time for Health Sciences – Pharmacy Technician)

Normal Time: 96 weeks ground/74 weeks online

Addendum for Course Descriptions
Effective October 21, 2014

Page 109 (Insertions)

COURSE NUMBER ABBREVIATIONS

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