



# ULTIMATE MEDICAL ACADEMY SCHOOL CATALOG VOLUME 4



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**ABHES Accreditation:** Clearwater I-213 | Tampa I-213-01 | Online I-213-02

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

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

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

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## WELCOME TO ULTIMATE MEDICAL ACADEMY

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

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

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

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

I will see you at graduation,

A handwritten signature in black ink that reads "Steven Kemler". The signature is written in a cursive, flowing style.

Steven Kemler  
CEO and Co-Owner

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

Location-specific information is available in the Catalog Supplement. The Catalog Supplement contains the following information:

- Administrative Staff
- Campus Office Hours
- Faculty
- Holiday Schedule
- Program Costs
- Program Schedules
- Program Start and End Dates

Please refer to the UMA Catalog Addendum for updates or changes to this catalog.



# GENERAL INFORMATION

## HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc. in response to a community need for trained Nursing Assistants and Home Health Aides. The school's name was later changed to Ultimate Medical Academy (UMA). Over time, recognizing the growing need in Florida for trained professionals in other ancillary healthcare fields and employers' needs for multi-skilled employees, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school's ownership changed to Ultimate Medical Academy, LLC, a Limited Liability Company formed under the laws of the State of Delaware and authorized to do business in the state of Florida. The managing partners are Steven Kemler, Lowell Lifschultz, and Scott Brakebill. The corporate telephone number is (727) 298-8685.

## CORPORATE OFFICERS

Lowell Lifschultz, Chairman  
Steve Kemler, Chief Executive Officer  
Nicholas Janiga, Corporate Secretary

## MISSION PURPOSE AND VALUES

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

## UMA'S MISSION

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

## UMA'S VALUES

### **ACT WITH INTEGRITY.**

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

### **CHAMPION STUDENT OUTCOMES.**

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

### **COMMIT TO EMPLOYEE SUCCESS.**

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

### **PURSUE RESULTS WITH PURPOSE.**

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

### **HAVE FUN. BUILD ENERGY.**

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

### **WORK AS ONE.**

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

## **PURPOSE AND INSTITUTIONAL OBJECTIVES**

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

- Bring awareness to the local community of the opportunities in the allied health field achievable through completion of UMA's specialized allied health training programs.
- Provide in-depth programs that prepare students for direct entry into the job market.
- Support students in the successful completion of their programs of study.
- Provide students with opportunities to develop the soft skills necessary to be successful in school and in their careers.
- Assist students in finding relevant externships and jobs to improve their financial outlook and reach their career objectives.
- Contribute to the community at large by providing well-trained and well-prepared allied health professionals.
- Create a challenging but supportive environment for employees, so that each has learning and growth opportunities, as well as the infrastructure necessary to do his/her job effectively.
- Establish for employees an environment and policies that ensure UMA's regulatory compliance.
- Guide students in being successful professionals at their places of employment.

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

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

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

Toll Free: (800) 509-5474

### **THE COMMISSION FOR INDEPENDENT EDUCATION (CIE)**

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

[The Commission for Independent Education](#)

Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684.

CIE License Numbers: Clearwater 1606 | Tampa 3386 | Online 4379

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

UMA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is recognized by the U.S. Department of Education as a nationally recognized accrediting agency for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. The Clearwater campus is the main campus for ABHES. Contact information for ABHES is:

[Accrediting Bureau of Health Education Schools](#)

7777 Leesburg Pike, Suite 314  
North, Falls Church, VA 22043  
(703) 917-9503.

*ABHES Accreditation Numbers: Clearwater I-213 | Tampa I-213-01 | Online I-213-02*

### **FLORIDA BOARD OF NURSING**

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

### **FLORIDA BOARD OF DENTISTRY**

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

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

### **VETERANS ADMINISTRATION**

Ultimate Medical Academy's programs are approved by the Veterans Administration for training of veterans at all campuses.

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

Licensing agency contact information can be viewed at:

Web: <http://www.ultimatemedical.edu/agencycontactinformationonline.pdf>

## ASSOCIATION MEMBERSHIPS

- Ultimate Medical Academy is a member of the following associations: American Association of Collegiate Registrars and Admissions Officers (ACCRAO)
- Association of Private Sector Colleges and Universities (APSCU)
- Clearwater Chamber of Commerce
- Council of College and Military Educators (CCME)
- Florida Advisory Council on Military Education (ACME)
- Florida Association of Student Financial Aid Administrators (FASFAA)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Veterans Education Specialists (FAVES)
- Hillsborough County Medical Association (HCMA)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Veteran’s Programs Administrators (NAVPA)
- Pinellas County Medical Association (PCMA)
- Tampa Chamber of Commerce

## UMA FACILITIES AND CONTACT INFORMATION

Each campus operates under the names Ultimate Medical Academy and Ultimate Medical Academy Online. The main campus is located at 1255 Cleveland Street, Clearwater, FL 33755. UMA Tampa and UMA Online are non-main campuses of UMA. Contact information for each campus is listed below.

### ULTIMATE MEDICAL ACADEMY – CLEARWATER

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

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

### ULTIMATE MEDICAL ACADEMY - TAMPA

UMA Tampa is located at 9309 North Florida Avenue, in Tampa, Florida, in private space within the Floriland Office Park. Its location, just west of 1-275 at Busch Boulevard (Exit 50) can be accessed from either Busch Boulevard or Florida Avenue and offers convenient parking. The area is also well served by public transportation. The campus meets Americans with Disabilities Act requirements for accessibility.

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

### ULTIMATE MEDICAL ACADEMY ONLINE – TAMPA

UMA Online is located at 3101 W. Dr. Martin Luther King Jr. Boulevard, Tampa, Florida, in the Tampa Bay Park, Spectrum building. The facility is approximately ¼ mile east of N. Dale Mabry and offers convenient parking in a covered parking facility. The area is serviced by public transportation. The facility occupies

four floors. This facility also houses administrative services shared by all three UMA campuses. No courses are offered at this facility.

## **STATEMENT OF NON-DISCRIMINATION**

UMA does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, genetic information or veteran status in the recruitment of students or in the implementation of its policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

## **NONDISCRIMINATION POLICY**

Ultimate Medical Academy is committed to equal employment and educational opportunities. No person shall be subject to discrimination on the basis of age, race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, genetic information, or military or veteran status in the recruitment of students or in the implementation of its policies, procedures, or activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

## **APPLICABLE LAWS AND REGULATIONS**

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

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex);
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

Ultimate Medical Academy is committed to full compliance with these laws and has appointed compliance coordinators to assist those who have questions or concerns with respect to Ultimate Medical Academy's compliance with these laws. If you have any questions or concerns regarding UMA's Non-Discrimination policy please contact:

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

## **SEXUAL HARASSMENT PREVENTION**

UMA does not tolerate sexual harassment. All persons who work at or attend UMA have a responsibility to help maintain an environment that is free from all forms of sexual harassment. "Sexual Harassment" is defined as any sexual advance, request for sexual favors and other verbal or physical conduct where submission to or rejection of such advances, requests or conduct affects a benefit such as terms of

employment or continuation of education; or, when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or education by creating an intimidating, hostile, humiliating or sexually offensive environment.

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

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

## **AMERICANS WITH DISABILITIES ACT OF 1990**

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

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

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

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

- Choose whether or not to disclose their disability. If a student does want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student's academic performance. UMA requests supporting documentation from a professional who has evaluated an

individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.

- Communicate in a timely manner with the Office of Disability Services about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Office of Disability Services as soon as possible to request accommodations.
- Success vs. access. UMA is not required to lower the academic, course, and/or program expectations. The legislative focus in higher education is on participation and access and does not guarantee success.
- Contact UMA Cares if the student has any concerns or feels there is discrimination against him/her because of a disability, he/she should immediately contact the UMA Cares.

## **DISABILITY SERVICES**

Ultimate Medical Academy will provide reasonable and individualized academic modifications for students who have demonstrated a need for such modifications due to their disabilities and have requested reasonable and appropriate accommodations. If you have a disability and would like to request accommodations, you must first register with Ultimate Medical Academy's Office of Disability Services. Students are asked to submit relevant documentation, as necessary, of a disability from a licensed or otherwise properly credentialed professional. The documentation should state how your health is currently affected and how your life activity is limited by your condition. Forms and additional information on the Office of Disability Services can be found at <http://www.ultimatemedical.edu/disability-services/>.

### **PREGNANT STUDENTS (TITLE IX)**

UMA is committed to supporting pregnant students so that they can stay in school and complete their education, and thereby build better lives for themselves and their children. If you are pregnant and need an accommodation, please contact the Office of Disability Services. Your Advisor can help you connect with the Office of Disability Services.

### **ONLINE STUDENTS**

The Office of Disability Services is the primary office responsible for the coordination of services for students with disabilities. If you are seeking reasonable and appropriate accommodations, you may request, through your Advisor, to be placed in contact with the Office of Disability Services, or may contact the Office of Disability Services directly. To contact the Office of Disability services please call 888-333-1454 or email [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

### **GROUND STUDENTS**

Each UMA campus utilizes a Disabilities Services Coordinator to assist students. The name, address, and telephone number of the Disabilities Coordinator is posted in the Admissions Office, and can be obtained from the Campus President. The campus Disability Services Coordinator will work with the Office of Disability Services. Students may also contact the Office of Disability Services directly at (888) 333-1454 or [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

## **DISCRIMINATION GRIEVANCE PROCEDURES**

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

A discrimination grievance is any complaint regarding discrimination on the basis of age, race, color, national origin, sex, including sexual harassment, or disability by Ultimate Medical Academy or any Ultimate Medical Academy employee, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. Ultimate Medical Academy will investigate all complaints or grievances fully and promptly.

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

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

1. The grievance must be in writing and contain the following information:
  - a. Your name and address;
  - b. Description of and date of alleged violation;
  - c. Names of persons responsible for the alleged violation (if known);
  - d. Requested relief or corrective action, if applicable; and
  - e. Any background information or documentation you believe to be relevant.
2. Upon the filing of a grievance, Ultimate Medical will conduct an investigation. As part of the investigation, Ultimate Medical Academy may take your statement and statements from witnesses. Within a reasonable time, following receipt of the grievance, Ultimate Medical Academy will complete its investigation and provide notice to you and all alleged responsible parties of the outcome of the investigation and the basis for its decision.
3. If Ultimate Medical Academy determines that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate.

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

Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Tel: 800.421.3481 (Toll Free)  
Fax: 202.453.6012  
TDD: 877.521.2172 (Toll Free)

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

## **ADMINISTRATIVE BODY AND FACULTY**

A listing of all current administrative staff and faculty may be found in the Catalog Supplement.



## ADVISORY BOARD

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

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

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

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

### Clearwater

<http://www.ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.pdf>

### Tampa

<http://www.ultimatemedical.edu/sites/default/files/tampacampuscrimestatistics.pdf>

## CAMPUS SAFETY AND SECURITY REPORT

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

### CLEARWATER

<http://www.ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.pdf>

### TAMPA

<http://www.ultimatemedical.edu/sites/default/files/tampacampuscrimestatistics.pdf>

## CONSUMER INFORMATION

To help students and families make better-informed decisions about higher education, UMA publishes a guide to sources of consumer information, school policies and disclosures as required under the Higher Education Opportunity Act and other legislation. For more information about the Higher Education Opportunity Act, please refer to the U. S. Department of Education website ([www.ed.gov](http://www.ed.gov)). Additionally, the right to request and receive this information in writing is available by contacting the Campus Director or designee at each UMA location during regular business hours or by emailing [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu).

<http://www.ultimatemedical.edu/consumerinformation.pdf>

## DISCLOSURE OF INFORMATION FOR GAINFUL EMPLOYMENT PROGRAMS

To assist potential students in making an informed decision to attend UMA and in accordance with U.S. Department of Education requirements, UMA publishes certain information for programs that prepare students for gainful employment in a recognized occupation. The information contained in this document does not constitute a promise or guarantee of future performance. UMA's program specific gainful

employment information is contained on each program page of our website ([www.ultimatemedical.edu](http://www.ultimatemedical.edu)) in the box labeled gainful employment. UMA reserves the right to adjust tuition and fees, modify programs of study and revise information at any time, in accordance with applicable statutes, regulations and standards. Numerous factors affect a student's ability to graduate and secure employment. UMA cannot and does not guarantee or estimate the likelihood of on-time completion, graduation or employment for any student. The Gainful Employment disclosure is located at:

<http://www.ultimatemedical.edu/consumerinfo.pdf>

## **MILITARY AND VETERANS INFORMATION**

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

- <http://collegecost.ed.gov>
- <http://department-of-veterans-affair.github.io/gi-bill-comparison-tool>
- <http://www.consumerfinance.gov/paying-for-college>

# ADMISSIONS

## GENERAL ADMISSIONS REQUIREMENTS

Prospective students must have earned a high school diploma, GED or equivalent, or a federally approved alternative prior to 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.

## READMISSION POLICY FOR MILITARY PERSONNEL

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

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

## CREDIT FOR PREVIOUS EDUCATION

Students applying for credit in any of the categories described below must complete a *Request for Transfer Credit* form by contacting the Registrar's Office and submit official transcripts, course descriptions and other supporting documentation. Students are responsible for requesting their transcripts and paying required fees; official transcripts must be sent directly to the address indicated on the request form. Upon review and approval, UMA grants appropriate credit and notifies students and Veterans Affairs if applicable.

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

1. AP courses approved by the College Board

2. DANTES Subject Standardized Tests (DSSTs)
3. CLEP credits that meet minimum ETS or ACE scores
4. Military training approved by ACE
5. Postsecondary institutions that are accredited by an accrediting agency recognized by the US Department of Education or CHEA (Council for Higher Education Accreditation)

Credits must have been earned with a grade of “C” or higher. Transfer credits do not affect a student’s grade point average. Students must complete a minimum of 30% of a program’s coursework at UMA.

UMA maintains a signed, written record of credit granted for previous education by academic personnel. If a program length is shortened and tuition reduced proportionately, notification is sent to the student, the Student Finance department, the Business Office and, in the case of a veteran, to the Veterans Administration.

## **DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS**

Unofficial Transcript, course description and/or catalog must accompany this form for initial evaluation and be submitted by 4th day of the first course.

- An Official Transcript must be received directly from prior institution before the end of the first term of enrollment.
- Transcripts received after this time may be denied eligibility for official transfer credit evaluation.

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

Students graduating from a UMA diploma program may be able to transfer the diploma courses in their entirety to an associate program.

## **TRANSFER CREDIT EXPIRATION DATES**

UMA reserves the right to limit age of transferable credits. Some examples are:

- Credits that were earned more than 10 years ago
- Credits for hands-on training earned more than three years ago
- Other credits that may be out-of-date or contain experience that may be out-of-date and may require new training

UMA reserves the right to waive any of the above requirements or require additional proof of mastery through skill demonstrations.

## **CREDIT FOR EXPERIENTIAL LEARNING**

UMA does not grant transfer credit for life experience.

## **CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS**

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during the course of a student’s enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or job placement. In some states, professional certification

examinations must be taken and passed to be eligible to work as a pharmacy technician. Other states have licensing requirements for several of the UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an externship or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure and the student is also responsible for notifying his/her advisor.

## **ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS**

### **NURSING (ASSOCIATE OF SCIENCE – ADN)**

- **Physical Requirements:** In addition to the above admissions requirements, applicants should be physically able to lift and position patients, and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student in order to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level II background check is required for enrollment in this program.
- **References:** A minimum of three personal/professional signed letters of recommendation
- **Academic Testing:**
  - A successful score of 18 or higher after a maximum of two attempts on a Wonderlic examination
  - Successful scores on the TEAS V Examination for overall score
- **Drug Test:** Clear 10-panel drug screen
- **Essay:** An essay describing your motivations for pursuing a career in nursing must be submitted to the Nursing Committee interview panel.
- **Interview:** Successful Nursing Committee Interview
- **Clinicals:** Clinicals consisting of 615 hours are required in this program.

### **BASIC X-RAY WITH MEDICAL OFFICE PROCEDURE (DIPLOMA AND HEALTH SCIENCES DEGREE)**

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

### **DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA AND HEALTH SCIENCES DEGREE)**

- **Physical Requirements:** In addition to the above admissions requirements, applicants should be physically able to tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Externship Requirement:** A 240 hour externship is required in this program

### **HEALTH INFORMATION TECHNOLOGY (ASSOCIATE OF SCIENCE IN HEALTH SCIENCES)**

- **Practicum Requirement:** A 180 hour practical experience course is required in this program
- **Background Check:** Each prospective student must complete a UMA background check and receive satisfactory results to remain enrolled in this program. Students are not scheduled for HT 2500 until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off date.

### **MEDICAL ASSISTANT (DIPLOMA AND HEALTH SCIENCES DEGREE)**

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

### **MEDICAL/CLINICAL LABORATORY ASSISTANT (DIPLOMA AND HEALTH SCIENCES DEGREE)**

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

### **NURSING ASSISTANT (DIPLOMA)**

- **Physical Requirements:** In addition to the above admissions requirements, applicants should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level II background check is required for enrollment in this ground program.
- **Externship Requirement:** A 45 hour externship is required in this program.

### **PATIENT CARE TECHNICIAN (DIPLOMA AND HEALTH SCIENCES DEGREE)**

- **Physical Requirements:** In addition to the above admissions requirements, applicants should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** A satisfactory Level II background check is required for enrollment in this ground program.
- **Externship Requirement:** A 180 hour externship is required in this program.

#### PHARMACY TECHNICIAN (DIPLOMA AND HEALTH SCIENCES DEGREE)

- **State Residence:** Effective June 17, 2013, students must live and plan to work in a state in which UMA is currently enrolling students for the Pharmacy Technician program. Please refer to the catalog addendum for a list of states from which UMA is currently enrolling students. Students who enroll and plan to move or work in a state other than the states identified in the catalog addendum must see the Pharmacy Technician Non-enrollment State Requirement section of the catalog. ***Students residing in Kentucky are not eligible to enroll in the Associate of Science in Health Sciences – Pharmacy Technician concentration program. Please refer to the Pharmacy Technician State Requirements section of this catalog.***
- **Proof of Graduation:** Effective June 17, 2013, applicants choosing to enroll in the Pharmacy Technician program must provide proof of high school graduation from an acceptable high school, or its equivalent. Pharmacy Technician applicants initially complete an attestation, but they must provide proof of high school completion within 30 days from the date the student is selected & informed of POG verification. If applicants graduated from a foreign high school, UMA will send a translation and evaluation request to a third party in order to obtain the results within 60 days from the date the student is selected for verification. Students who do not have valid proof of graduation in the applicable time frames are cancelled and may not continue in the Pharmacy Technician program.
- **Physical Requirements:** In addition to the above admissions requirements, applicants should be physically able to lift twenty pounds and tolerate the bending, walking and standing as required for their particular occupations. UMA reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- **Background Check:** Each prospective student must complete a UMA background check and receive satisfactory results to remain enrolled in this program. Students are not scheduled for any Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA, prior to the course scheduling cut-off date. Students also complete a background check toward the end of the didactic portion of the program, prior to externship.
- **Math Skills Assessment:** Effective June 17, 2013, each online prospective student must take and pass a math skills assessment. Online students will not be scheduled for any Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA, prior to the course scheduling cut-off.
- **Personal Inventory:** Effective June 17, 2013, each prospective student must complete a personal inventory with a UMA representative prior to midnight of the seventh day after

the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).

- **Drug Screening:** Effective June 17, 2013, students accepted and enrolled into this program must complete a drug screening prior to beginning the externship portion of the program.
- **Externship Requirement:** A 180 hour externship is required in this program.

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

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

### **SPECIAL MEDICAL REQUIREMENTS**

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

### **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 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

### **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 based computer with a processor (CPU) 1 GHz frequency or above
- Windows Vista or above (Includes Windows 7 and Windows 8)
- 10 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 512 MB Memory (RAM) or above
- 1024 X 768 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card

#### Software:

- Microsoft Office 2010 Professional
- Adobe Acrobat Reader (latest version) at [www.get.adobe.com/reader/](http://www.get.adobe.com/reader/)
- Adobe Flash Player (latest version) at [www.adobe.com/products/flashplayer/](http://www.adobe.com/products/flashplayer/)
- QuickTime Player (latest version) at [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- Java Plug-In (latest version) at [www.java.com/en/](http://www.java.com/en/)
- Some courses may require additional software which is detailed within each course

#### Internet:

- Internet Explorer 8, 9 or 10
- Mozilla Firefox (latest version/stable channel, <http://www.mozilla.org>)
- Disable pop-up blocker
- Determine which browser and version you are using:
  - 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 Firefox, select **Firefox then “Help” and About Mozilla Firefox**. The version number is located on the Firefox image that appears.
- A reliable high – speed Internet connection is required

### STATE SPECIFIC INFORMATION FOR ONLINE STUDENTS

The following section contains important, state specific information to be disclosed to residents of these states who are either potential or current UMA students.

#### Arkansas Residents

The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy initial certification to offer the following degree programs by distance technology to Arkansas residents:

- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Healthcare Management
- Associate of Applied Science in Health Sciences
- Associate of Applied Science in Medical Billing and Coding

#### Undergraduate technical programs:

- Medical Administrative Assistant

- Medical Billing and Coding
- Pharmacy Technician
- Medical Office Billing Specialist

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code § 6-61-301.

Arkansas Residents - Associate Degree Programs

For associate programs, the Arkansas Higher Education Coordinating Board has requirements for coursework that is not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

### **Colorado Residents**

Colorado students should check with the appropriate Colorado regulatory agencies to confirm if program/course work will satisfy initial or renewal licensing or certification of that agency.

### **Maryland Residents**

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

The following fully online programs are now registered with the Maryland Higher Education Commission and can be offered to Maryland residents:

- Associate of Science in Health Information Technology
- Associate of Science in Healthcare Management
- Associate of Science in Health Sciences
- Medical Administrative Assistant Diploma
- Medical Billing and Coding Diploma
- Associate of Science in Medical Billing and Coding
- Medical Office and Billing Specialist Diploma

Maryland students are not able to participate in an externship in the state of Maryland for the completion of UMA programs.

### **Minnesota Residents**

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

### **Montana Residents**

Enrollment in UMA Associate degrees is not available to students who reside in the state of Montana.

### **New Jersey Residents**

New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited

by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA's accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Department of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

### **North Carolina Residents**

Residents of North Carolina may not enroll in an Associate of Science program that includes an externship. However, residents who graduate from the UMA Pharmacy Technician diploma program in North Carolina may subsequently enter the Health Science Associate degree with a Pharmacy Technician concentration.

## **PHARMACY TECHNICIAN PROGRAMS ENROLLMENT CLASSIFICATIONS AND STATE DISCLOSURES**

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

### **STATE BOARD OF PHARMACY REGISTRATION REQUIREMENTS**

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

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

### **PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE REQUIREMENTS**

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

### **PHARMACY TECHNICIAN STATE 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 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	Minnesota
Florida		Massachusetts	Montana
Georgia		Mississippi	Nevada
Hawaii		New Hampshire	New Mexico
Illinois (effective 10-1-13)		New York	North Dakota
Indiana (effective 10-1-13)		North Carolina	Oklahoma
Iowa		Ohio	Oregon
Kentucky		Pennsylvania	Puerto Rico
Michigan		Rhode Island	South Carolina
Missouri (effective 10-1-13)		South Dakota	Utah
New Jersey (effective 10-1-13)		Tennessee	Washington
Texas (effective 10-1-13)		Vermont	West Virginia
Wisconsin		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,	<b>Students</b> 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	<b>Students</b> 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	<b>Students</b> must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Mississippi	<b>Students</b> in the diploma program must register with the State Board of Pharmacy prior to their externship.
Virginia	<b>Students</b> 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.  <b>Students</b> in the diploma and the Health Sciences – Pharmacy Technician degree program must register with the State Board of Pharmacy prior to their externship.
<b>State</b>	<b>Additional Pharmacy Technician Information for Graduates</b>
Alabama, Alaska, Arizona, Arkansas, California, Florida, Georgia, Illinois, Indiana, Massachusetts, Mississippi, Missouri, New Jersey, North Carolina, Texas, Virginia, Wyoming	<b>Graduates</b> must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	<b>Graduates</b> registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 years of initial registration
California	<b>Graduates</b> 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	<b>Graduates</b> registered with the state Board of Pharmacy are required to become certified by the PTCB within 1 year of initial registration
Illinois, Texas, Wyoming	<b>Graduates</b> registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 year of initial registration
Massachusetts, Ohio	<b>Graduates</b> are required to become certified by the PTCB to be eligible for employment as a pharmacy technician
Mississippi	<b>Graduates</b> 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	<b>Employment</b> at a site is required in order to complete registration with the state Board of Pharmacy.
South Dakota	<b>Graduates</b> registering or renewing with the state Board of Pharmacy are required to have PTCB certification by July 1, 2014.
Virginia	<b>Graduates</b> 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.

## STUDENT FINANCIAL ASSISTANCE

Prior to enrolling at UMA, applicants are encouraged to explore the availability of financial aid funds through private, state and federal agencies. Financial aid information and application assistance are provided by the UMA Student Finance Office to help each applicant and his/her family clearly understand his/her financial situation before entering into a contractual agreement.

## **CONTACT STUDENT FINANCE**

Online Student Finance personnel are available by phone at 1-888-212-5421 or by emailing [onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu). Residential/ground students should speak with the UMA Student Finance staff at the campus.

## **METHODS OF PAYMENT**

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

- Student financing is available for those who qualify through various agencies.
- UMA offers payment plans without interest.\*
- Students may opt to make full payment at the time of signing an enrollment agreement. Payment may be made with cash, personal check, credit (VISA, MasterCard or American Express) or money order. Returned checks incur a \$25 fee.

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

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

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

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

## **FEDERAL STUDENT AID (FSA) PROGRAMS**

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each award year. This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA applications are processed through the Department of Education.

### **FEDERAL PELL GRANTS**

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

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

FSEOG is a grant program for undergraduate students with exceptional needs, priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools.

Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for the award year. Students must complete the Free Application for Federal Student Aid (FAFSA).

#### **FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS**

Direct Subsidized loans are need-based and eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors. The U.S. Department of Education pays the interest on Direct Subsidized Loans during certain periods. Students must complete the Free Application for Federal Student Aid (FAFSA).

#### **FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS**

Direct Unsubsidized Loans are not need-based and eligibility depends on a student's financial need as determined by information supplied on the FAFSA. The actual amount of unsubsidized loan is affected by several factors. Students must complete the Free Application for Federal Student Aid (FAFSA).

#### **FEDERAL DIRECT PLUS**

If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the Direct PLUS Loan program. Both parents and students must meet all general eligibility requirements determined by information on the FAFSA. Students must complete the Free Application for Federal Student Aid (FAFSA).

#### **FEDERAL WORK STUDY**

UMA receives an annual Work Study allocation. Federal Work Study funds are used to place students in community service or student services jobs that allow them to work 10-20 hours per week. Students must have an unmet financial need to qualify for this program. Students must complete the Free Application for Federal Student Aid (FAFSA).

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

### **ADDITIONAL SOURCES OF AID**

#### **MILITARY AND VETERAN'S EDUCATIONAL BENEFITS**

Students are advised to contact their Veteran's Educational Representative for information on veteran's benefits and other programs for which they may be eligible. UMA participates in Tuition Assistance, Chapter 30, Chapter 33, Chapter 35, Chapter 1606, Chapter 1607, Transfer of Eligibility, and Military Spouse Career Advancement Accounts Program (MyCAA).

#### **YELLOW RIBBON PROGRAM**

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

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

#### **MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT (MYCAA) SCHOLARSHIP PROGRAM**

The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

As part of the Career Lifecycle, all military spouses are offered counseling to assist with the following:

- Career Exploration: Military OneSource (MOS) Education and Career Counselors help spouses explore all career options with tools like Career Assessments, Interest and Skills Inventories, Portable Career Statistics, and Earning Potential Metrics.
- Education and Training: Spouses work with counselors to create a plan of action that considers Financial Aid Options, Education and Training Program Resources, Credential/License Information, and, for eligible spouses, MyCAA. MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their Portable Career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).
- Career Readiness: Counselors help spouses perfect their resumes and hone their interviewing skills. They also cover Job Search Techniques, Relocation Planning, and Flex-Work Options.
- Career Connections: Counselors help spouses get the right job in the right career by leveraging existing relationships and resources such as the Military Spouse Employment Partnership (MSEP), USAJobs.gov and CareerOneStop.com.

#### **WHO IS ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE?**

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

#### **THOSE WHO ARE NOT ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE INCLUDE:**

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

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



## **ELIGIBLE STATE AID PROGRAMS**

### **FLORIDA STUDENT ASSISTANCE GRANT (FSAG)**

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

### **BRIGHT FUTURES SCHOLARSHIP, FLORIDA MEDALLION SCHOLARS AWARD AND FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD**

The amounts of these awards are established every year by Florida Legislature appropriations and vary based on funding and type of school. The Florida Department of Education Office evaluates application documents based on the eligibility requirements. Students must complete the Free Application for Federal Student Aid (FAFSA).

### **VERMONT STATE GRANTS**

UMA participates in Vermont Incentive Grants for Vermont residents who attend UMA. Grant award amounts are based on financial need and cost of attendance. Applicants must submit a [FAFSA](#) and complete a Vermont Grant application.

### **RHODE ISLAND STATE GRANT**

UMA participates in the Rhode Island State Grant program for Rhode Island residents who attend UMA. Grant award amounts are based upon financial need and cost of attendance. Students must complete the Free Application for Federal Student Aid (FAFSA).

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

## **INSTITUTIONAL AID**

Please visit or email your Student Finance Office for additional information regarding eligibility requirements and amounts offered at [onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu).

### **STUDENT SUCCESS GRANT**

These grants are available to students struggling in their current program who demonstrate the likelihood of success in another program at UMA. This grant allows students to transfer programs without incurring additional financial obligations beyond original contracted amounts.

### **EMPLOYEE TUITION GRANT**

UMA provides its employees with a tuition grant equal to 75% of program tuition (with the exception of the associate degree in nursing). Employees must complete a tuition grant application and obtain signatures from supervisors, Human Resources and Student Finance.

## **ADDITIONAL INFORMATION FOR FEDERAL DIRECT LOANS**

### **ENTRANCE COUNSELING**

UMA ensures loan entrance counseling is conducted online at the Department of Education website ([www.studentloans.gov](http://www.studentloans.gov)) before disbursements of loans are made. The counseling includes:

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

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

<http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html>

### **EXIT COUNSELING**

Prior to graduating, dropping below a half-time enrollment status or leaving school, all Federal Direct Loan borrowers must complete mandatory exit counseling which reiterates a borrower's rights and responsibilities. UMA provides an exit counseling session for pending graduates. If a student chooses to withdraw during the program or is unable to attend the mandatory exit counseling prior to leaving school, UMA mails the required exit interview materials within 30 days from the date of determination of the student's withdrawal or graduation. The link to complete exit counseling is:

[http://www.nsls.ed.gov/nsls\\_SA/SaEcWelcome.do](http://www.nsls.ed.gov/nsls_SA/SaEcWelcome.do).

### **REPAYMENT, DEFERMENT, CANCELLATION AND CONSOLIDATION FOR BORROWERS**

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

**Repayment:** <http://studentaid.ed.gov/PORTALSWebApp/students/english/OtherFormsOfRepay.jsp>

**Deferment:** <https://studentaid.ed.gov/PORTALSWebApp/students/english/difficulty.jsp>

**Cancellation:** <https://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>

**Consolidation:** <https://loanconsolidation.ed.gov/AppEntry/apply-online/appindex.jsp>

If a borrower is having trouble making a payment, he/she should contact UMA's Office of Personal Finance at 888-205-2170. Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at <http://www.nsls.ed.gov>.

### **FEDERAL STUDENT AID DISBURSEMENTS**

Federal student aid funds are disbursed directly to UMA by Electronic Funds Transfer (EFT) in multiple disbursements based upon a student's progression through his/her program and maintenance of Satisfactory Academic Progress.

### **FEDERAL STUDENT AID LIVING EXPENSE/CREDIT BALANCE DISBURSEMENTS**

A FSA credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. Students must complete an

Information and Authorization form regarding their credit balances. If FSA disbursements to a student's account create an FSA credit balance, UMA returns or retains the funds as directed by the student on his/her signed authorization form. If a student directs that credit balances be issued directly to the student, UMA issues a check to the student within 14 days.

#### **FEDERAL STUDENT AID OMBUDSMAN**

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

**Internet:** <http://studentaid.gov/repay-loans/disputes/prepare>

**Telephone:** 1-877-557-2575

**Fax:** 1-202-275-0549

**Mail:** U.S. Department of Education  
FSA Ombudsman Group  
830 First Street, N.E., Mail Stop 5144  
Washington, DC 20202-5144

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

If UMA enters into an agreement with a potential student, student or parent of a student regarding a Title IV, HEA Loan, the loan is submitted to the National Student Loan Data System and is accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

## **CANCELLATION AND REFUND POLICIES**

### **CANCELLATION POLICY**

Any student who provides UMA with written 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. Upon cancellation, UMA is entitled to retain the non-refundable registration fees which will not exceed \$150 in applicable states. Online students who reside in the following states will receive a full refund of the registration fee deposit: Alabama, Delaware, Georgia, Minnesota, New Mexico, Oklahoma, Pennsylvania and Wisconsin.

### **GROUND STUDENTS**

If a ground student is not in attendance by the fourth calendar day of his or her program, he or she is considered a cancel. For students enrolled in a diploma or degree program, UMA will issue a refund of the registration fee or registration fee deposit paid by the student. Students enrolled in our certificate programs will be charged the \$150 registration fee.

A ground student who begins attendance by the fourth calendar day of a program but wishes to discontinue training at a later date is subject to the Pro Rata Refund Calculations described in the current catalog/addendum. Such students must give written notice of withdrawal to the Registrar or a termination date is determined in accordance with UMA's 14-consecutive-days absence policy.

### **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 be charged the registration fee.

An online student who begins attendance and elects to cease attendance by the seventh calendar day after the start of a program is subject to the Pro Rata Refund Calculations described in the current

catalog/addendum. Such students must give notice of the withdrawal to the Registrar or Learner Services Advisor or the termination date is determined in accordance with UMA's 14-consecutive-days absence policy.

## REFUND POLICIES

### Return of Federal Student Aid Policy

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

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

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

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

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

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. UMA will return unearned aid from a student's account in the following order:

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

UMA returns unearned aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from student's account, the student is responsible for returning unearned aid to the appropriate Title IV program.

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

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

## **INSTITUTIONAL REFUND POLICIES**

Pro Rata Refund Calculation for Non-Term Diploma programs pertain to the following programs:

- Basic X-Ray with Medical Office Procedures (Ground)
- Dental Assistant with Expanded Functions (Ground)
- Medical/Clinical Laboratory Assistant (Ground)
- Medical Assisting (Ground)
- Patient Care Technician (Ground)
- Pharmacy Technician (Ground and Online)

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

Students enrolled in UMA non-term diploma programs are billed by academic year.

The charges are divided equally for each payment period in an academic year.

UMA's current Dental Assistant with Expanded Functions program uses a single academic year. All other programs exceed one academic year.

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

- If students withdraw under the UMA withdrawal process before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before completion of 60% of the payment period, students are issued a pro rata refund as follows:

The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.

The number of calendar days in a payment period is defined as the number of days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays). Refunds are rounded to the nearest dollar.

After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

If a student begins class and withdraws, in addition to tuition, the student is responsible for registration fee and books. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days following the date of withdrawal, a student receives a refund of applicable book charges.

### **PRO RATA REFUND CALCULATION FOR NON-TITLE IV DIPLOMA PROGRAMS**

Pertains to the following programs:

- Nursing Assistant (Ground)
- Phlebotomy (Ground)

UMA may make special arrangements to provide a fair and equitable refund to a student who has suffered extenuating circumstances and is unable to continue his/her studies.

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

- If students withdraw under the UMA withdrawal process before the start of a program for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a program for which they have been charged but before completion of 60% of the program, students are issued a pro rata refund as follows:
  - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a program by the number of calendar days in the program in which the withdrawal occurred.
  - The number of calendar days in a program is defined as the number of days from the start of a program until the last day of the last course a student was scheduled to attend in the program (inclusive of holidays). Refunds are rounded to the nearest dollar.
  - After the completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.
- If a student withdraws, in addition to tuition, the student is responsible for registration fee, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

#### **PRO RATA REFUND CALCULATION FOR NON-TERM ASSOCIATE DEGREE PROGRAM**

Pertains to the following program: Health Sciences - Pharmacy Technician (Ground and Online)

UMA may make special arrangements to provide a fair and equitable refund to a student who has suffered extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- Tuition is charged by a payment period for all courses scheduled for that payment period.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before completion of 60% of the payment period, students are issued a pro rata refund as follows:
  - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
  - The number of calendar days in a payment period is defined as the number of days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays). Refunds are rounded to the nearest dollar.

- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.
- If a student withdraws, in addition to tuition, the student is responsible for registration fee, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

### **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
  - Medical/Clinical Laboratory Assistant
  - Medical Administrative Assistant
  - Medical Assistant
  - Medical Office and Billing Specialist
  - Patient Care Technician
- 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)

UMA may make special arrangements to provide a fair and equitable refund to a student who has suffered extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- If students are cancelled, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and books and supplies provided by UMA are not returned, students are assessed a book fee for such books and supplies.
- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before completion of 60% of the semester, students are issued a pro rata refund as follows:
  - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
  - The number of calendar days in a semester is defined as the number of days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester (inclusive of holidays). Refunds are rounded to the nearest dollar.
  - After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

If a student withdraws, in addition to tuition, the student is responsible for registration fee, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

## **IOWA RESIDENTS REFUND POLICIES**

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

Pertains to the following programs:

- Pharmacy Technician (Online)

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

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- If students are cancelled by UMA, all tuition and fees charged are refunded. If a student cancels (other than an active duty military students who are not charged for books) and books and supplies provided by UMA are not returned, students are assessed a book fee for such books and supplies.
- Tuition is charged per academic year for all courses scheduled for that academic year.
- If a student withdraws, in addition to applicable tuition, the student is responsible for registration fees, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

If students cease enrollment at Ultimate Medical Academy between day 8 and the end of the academic year, students receive a pro rate refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in an academic year by the number of calendar days in the academic year in which the withdrawal occurred.
- The pro rata amount of tuition refunded is further reduced by 10%.
- The number of calendar days in an academic year is defined as the number of days from the start of an academic year until the last day of the last course a student was scheduled to attend in the academic year (inclusive of holidays).
- Students withdrawing on the academic year ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five days after the school determines the student withdrew.

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

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or



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

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

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

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

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- If students are cancelled by UMA, all tuition and fees charged are refunded. If a student cancels (active duty military students are not charged for books) and books and supplies provided by UMA are not returned, students are assessed a book fee for such books and supplies.
- Tuition is charged per payment period for all courses scheduled for that payment period.
- If a student withdraws, in addition to applicable tuition, the student is responsible for registration fees, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

If students cease enrollment at Ultimate Medical Academy between day 8 and the end of the term, students receive a pro rate refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- The pro rata amount of tuition refunded is further reduced by 10%.
- The number of calendar days in a payment period is defined as the number of days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays).
- Students withdrawing on the last date of the term date do not receive a refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five days after the school determines the student withdrew.

## WISCONSIN RESIDENTS REFUND POLICIES

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

### **PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS AND NON-TERM ASSOCIATE DEGREE PROGRAMS FOR WISCONSIN RESIDENTS**

- Health Sciences - Pharmacy Technician (Associate of Science) (Ground and Online)
- Health Sciences (Associate of Science) including the following Concentrations:
  - Health Information Technology Associates (Online)
  - Healthcare Management Associates (Online)
  - Medical Administrative Assistant (Online)
  - Medical Billing and Coding Associates (Ground and Online)
  - Medical Billing and Coding Diploma (Ground and Online)
  - Medical Office and Billing Specialist Diploma (Online)

A student that resides in Wisconsin who withdraws from a course and/or ceases enrollment at Ultimate Medical Academy receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.
- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.

# STUDENT INFORMATION

## SCHOOL CLOSINGS AND MAKE-UP

In the event that UMA closes for any unscheduled reason (hurricane days, building issues, etc.,) make-up hours for that period are scheduled and announced. In instances of a declared federal disaster area, UMA receives guidance from the U.S. Department of Education regarding how to account for time missed. UMA will relay the appropriate information to those impacted by the unscheduled delay.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

- Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Program of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities
  - Degrees, honors and awards received
  - Student ID number
- Upon request, UMA also discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.
  - The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## **FACILITY-RELATED RULES**

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

## **STUDENT CONDUCT**

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

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

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

A student dismissed for unsatisfactory conduct may be readmitted into a program only at the discretion of the Campus Director (ground campuses) or the Registrar Office (online).

#### **CLASSROOM AND LABORATORY CONDUCT – GROUND CAMPUSES**

**Safety** — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory.

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

#### **SCHOLASTIC HONESTY**

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

## GENERAL STUDENT COMPLAINT PROCEDURE/GRIEVANCE POLICY

Ultimate Medical Academy encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. UMA is dedicated to assisting our students and offers all students access to our UMA Cares Student Advocate. Students may use UMA Cares to voice their problems, concerns, frustrations or complaints via phone at 1-800-509-5474 or email at [UMAcares@ultimatemedical.edu](mailto:UMAcares@ultimatemedical.edu).

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

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

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

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

If you wish to appeal your grade or Satisfactory Academic Progress, please refer to the Satisfactory Academic Progress section contained within the catalog/addendum.

### **STEP 1**

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

### **STEP 2**

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

### **STEP 3**

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

### **STEP 4**

The determination of the Campus Director or Dean of Students may be appealed in writing or by personal appearance in front of the Grievance Committee within 14 days of the decision by the Campus Director (ground) or Dean of Students (online).

To appear at the Grievance Committee, make an appointment through the Campus Director (ground) or Dean of Students (online). The Grievance Committee consists of the representation from the leadership

team of the following UMA Departments: Education/Academics, Student Finance, Faculty, Student Services and Compliance.

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

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

#### **STEP 5**

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

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

#### **FEDERAL MILITARY AND VETERANS EDUCATIONAL BENEFIT RECIPIENTS COMPLAINT REGISTER**

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

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

- Montgomery or Post 9/11 GI Bill - [Department of Veterans Affairs](http://www.benefits.va.gov/gibill/feedback.asp) (<http://www.benefits.va.gov/gibill/feedback.asp> )
- Federal financial aid, for example Pell Grants and federal loans - [Department of Education](mailto:Compliancecomplaints@ed.gov) ([Compliancecomplaints@ed.gov](mailto:Compliancecomplaints@ed.gov))

- Private student loans - [Consumer Financial Protection Bureau](http://www.consumerfinance.gov/complaint/)  
(<http://www.consumerfinance.gov/complaint/>)

### **ANTI-HAZING POLICY**

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



# STUDENT RECORDS

UMA issues final grades within ten calendar days of course completion date.

## TRANSCRIPTS

UMA students and alumni wishing to obtain copies of their official transcripts are required to request them online at [www.iwantmytranscript.com/ultimatemedical](http://www.iwantmytranscript.com/ultimatemedical). Complete the registration and request via the “Request for Official Transcript” link. There is a \$3.00 charge for electronic copies of official transcripts and a \$5.00 charge for mailed paper copies.

For unofficial transcripts, students may request either in person or in writing via mail or email to the campus Registrar’s office.

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

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

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

Transcripts will only be released to a UMA student or graduate unless a surrogate (another designated person) is identified on a student’s FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. Please allow 10 calendar days for receipt. Students and/or graduates must be current on their financial obligations to UMA in order to receive official transcripts.

## ACADEMIC HOLD

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

- An unpaid obligation to Ultimate Medical Academy
- Dismissal resulting from violation of Student Conduct
- Dismissal resulting from failure to provide a valid high school diploma &/or transcript

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. The Campus Director/Dean of Online Students notifies students in writing regarding the results of an appeal.

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

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

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

### **DRESS CODE – GROUND CAMPUSES AND/OR EXTERNSHIP COURSES ONLY**

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

### **TELEPHONES (GROUND CAMPUSES)**

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

### **CLASSROOM/LABORATORY/EXTERNSHIP ETIQUETTE FOR ELECTRONIC DEVICES – WHEN APPLICABLE**

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

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

## **TEXTBOOKS**

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

**Ground:** [http://www.ultimatemedical.edu/sites/default/files/Campus\\_Textbooks\\_by\\_Program.pdf](http://www.ultimatemedical.edu/sites/default/files/Campus_Textbooks_by_Program.pdf)

**Online:** [http://www.ultimatemedical.edu/sites/default/files/Online\\_Textbooks\\_by\\_Program.pdf](http://www.ultimatemedical.edu/sites/default/files/Online_Textbooks_by_Program.pdf)

Textbooks are provided to students prior to the start of each course. Textbooks are mailed to online students. Ground students receive textbooks at their campus. Students have thirty calendar days from the shipping date to claim a missing book shipment. After thirty calendar days, students will be billed for a replacement shipment.

## **TRANSPORTATION**

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

## **HOUSING**

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

## **STUDENT SERVICES**

### **EDUCATIONAL RESOURCES**

Each program maintains a selection of appropriate material to support a program's curriculum, and these are available for use on campus. UMA maintains a full time librarian as a shared service for all campuses.

Computers are available for student use in various areas in all campus locations for those wishing to supplement more traditional learning resources or for research. UMA subscribes to the Library and Information Resources Network (LIRN), which gives student 24/7 Internet access to thousands of full text resources both on campus and from their homes with their assigned password.

### **CAREER SERVICES ASSISTANCE**

UMA has an active Career Services office that assists graduates in locating entry-level, education related career opportunities. Career Services Advisors work directly with business, industry, and advisory board members to assist students with job placement. UMA does not, in any way, guarantee employment. It is the goal of the Career Services office to help all students realize their personal and professional development and successful employment.

# ACADEMIC STANDARDS

## DEFINITIONS

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

**Credit Hour Conversion:** UMA programs are offered continually throughout a calendar year. The following formula for determination of credit is used:

1 semester credit equals =  
15 clock hours of lecture, or  
30 clock hours of laboratory, or  
45 supervised hours of clinical/externship/practicum

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

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

**Outside work:** UMA expects its students to do outside work each week to support his/her classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned.

## GRADING SYSTEMS

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

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

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

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

**Grading Period:** The grading period for all programs is a course.

**Payment Period:** A Payment Period is defined as 15 – 18 weeks depending on whether you are enrolled in a non-term or term program.

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

**Course Quality Points Chart**

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

**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 (Ground)/Blank (Online) = 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.

**NA = No Attendance:** This indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact cumulative grade point average, pace of progress, or maximum time frame calculations nor does it count towards credits attempted.

**NG = No Grade:** This indicates a course that has been scheduled and the student was administratively removed from the course, prior to completion of the course, for reasons other than attendance and academic policy violations and did not receive a grade. This grade does not impact cumulative grade point average, pace of progress, or maximum time frame nor does it count towards credits attempted.

**\*NG= No Grade:** The \*NG grade indicates a student who completed a course, earned a final grade in a course and was administratively removed from the subsequent courses in special circumstances.

**I = Blank (Online):** This grade does not affect a student’s CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating Satisfactory Academic Progress. Unless otherwise specified by a Dean, the Program Chair or Associate Program Chair, students have two (2) calendar days from the last day of a course to complete all course requirements. If students do not complete the required coursework including assignments and tests by the second (2nd) calendar day from the last day of a course, they receive a final course grade calculated based on a grade of “0” for missing coursework according to the course grading rubric.

**I = Incomplete (Ground):** This grade does not affect a student’s CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating Satisfactory Academic Progress. Unless otherwise specified by, the Director of Education or Program Director, students have seven (7) calendar days from the last scheduled day of a course to complete all course requirements. If students do not complete the required course work, assignments and tests by the seventh (7th) calendar day from the last scheduled day of a course, they receive a grade of zero (“0”) for the incomplete work. The zero (“0”) grade is included in the calculation with all other grades earned in the course to determine a final grade for the course, according to the course grading rubric.

**TC = External Transfer Credit:** Students transferring from another institution may be eligible for credit for courses they have already taken. A grade of “TC” is given for a transferred course and does not affect a student’s CGPA; however, TC grades are treated as attempted and completed courses in the PACE calculation. Transferred courses must have a final grade of “C” or higher.

**TR = Internal Course/Program Transfer Credit:** Students transferring to a different program or program version at a different UMA campus may be eligible for credit for courses the student previously completed with UMA. A grade of “TR” is given for any eligible transferred course and does not affect a student’s CGPA; however, TR grades are treated as attempted and earned courses in the maximum time frame and pace of progress calculations. Transferred courses must have a passing grade as defined by the academic program. For students who complete a diploma program and continue into the corresponding associate degree program will receive a TR grade for the earned diploma credits in the associate degree program. (Please refer to the Satisfactory Academic Progress section and also see the Associated Course definition students who transfer credits within the same UMA campus.)

**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 calculation.

◆ **Associated Course:** An Associated Course is a like course that is moved from one program to another and occurs when a program version changes or when a student transfers between UMA programs which share like courses. The diamond for an Associated Course represents a prior course with an associated grade that is factored into Satisfactory Academic Progress in the current program. Associated course grades count as credits earned, credits attempted, towards maximum time frame, pace of completion and in the CGPA.

**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 63.0 Credits (Arkansas)	90.0 Credits 94.5 Credits (Arkansas)
Medical Assistant	60.5 Credits	90.5 Credits
Medical Office and Billing Specialist	62.0 Credits 65.0 Credits (Arkansas)	93.0 Credits 97.5 Credits (Arkansas)
Medical/Clinical Laboratory Assistant	61.5 Credits	92.0 Credits
Patient Care Technician	61.5 Credits	92.0 Credits
Pharmacy Technician	61.5 Credits 64.5 Credits (Arkansas)	92.0 Credits 96.5 Credits (Arkansas)

## GRADING SCALES

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

### 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
Blank	N/A	Externship Extension or Blank (EE for ground and blank for online)*	N/A
NA	N/A	No Attendance*	N/A
NG	N/A	No Grade*	N/A
Blank	N/A	Incomplete or Blank (I for ground and blank for online)*	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
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\*Registrars are responsible for applying the necessary grades

### GROUND GRADING SCALES

For the following Ground programs, a grade of 'C' or higher is required for successful course completion:

- Associate Degree Nursing Program
- Basic X-Ray with Medical Office Procedures Diploma
- Dental Assistant Diploma
- Medical Assistant Diploma
- Medical /Clinical Laboratory Assistant Diploma
- Nursing Assistant Diploma
- Patient Care Technician Diploma
- Phlebotomy Technician Diploma

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
F	< 69.5	Failure	0
EE	N/A	Externship Extension	N/A
NA	N/A	No Attendance	N/A
NG	N/A	No Grade	N/A
I	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

### Grading Scale for Core Courses: Associate Degree Nursing Program (Tampa Ground Campus)

Grade	Range	Definitions	Quality Points
A	92.0 - 100	Outstanding	4
B	84.0 - 91.99	Above Average	3
C	75.0 - 83.99	Average	2
F	< 75.0	Failure	0
EE	N/A	Externship Extension	N/A
NA	N/A	No Attendance	N/A
NG	N/A	No Grade	N/A
I	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

For the following Ground programs, a grade of 'D' or higher is required for successful course completion:

- Medical Billing and Coding Diploma
- Pharmacy Technician Diploma
- Health Science Associate Degree (General Education Courses and Elective Courses)

### Grading Scale for Ground MBC and Pharmacy Technician Diploma, PLUS



**ALL Ground Associate Programs except Associate Degree Nursing**

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
I	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

### 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 5 or 6 week 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 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. (The student will be allowed to remain in school, with a status of probation and must adhere to the Academic Success Plan (ASP)).

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 (as Last updated: March 31, 2014 Online Addendum Pg. 34 outlined in the Grading Policy). 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**

<b>Letter Grade</b>	<b>Description</b>	<b>Percentage</b>	<b>Quality Points</b>	<b>Included in Credits Earned</b>	<b>Included in Credits Attempted</b>	<b>Included in CGPA</b>	<b>Included in POP</b>	<b>Included in MTF</b>
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/ blank	Externship Extension / Blank	-	-	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 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 perform 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 plan which outlines specific actions a student must take in order to meet SAP standards.

UMA considers a student's written appeal, academic plan, academic and attendance records and may obtain relevant information from instructors. Based on these considerations, a determination is made by the Program Chair (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 plan including the timing for students to repeat previously-failed coursework. A student remains in school for the duration of time outlined in his/her academic plan on SAP-ASP status. The SAP-ASP will be evaluated for success at the end of the next SAP evaluation point or the end of the next grading period for MTF. Students who fail to meet the terms of their academic 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 must have a minimum 1.5 CGPA and 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 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 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 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 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

### **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 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 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 plan and academic and attendance records. Based on the review of this information, the Program Chair (online) 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 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 plan.

## **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 passed. 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 as some UMA programs a C or D as a passing grade.

For students who have successfully completed an eligible UMA diploma and are entering into an associate degree program, all credits from the successfully completed diploma program are accepted toward an 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.

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.

## **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 is dismissed from UMA. The four failing grades is tied to the student's overall enrollment history and is not limited to the current period of enrollment. Students dismissed for failing four courses in

consecutive grading periods can appeal the dismissal using the SAP appeal procedures listed in the catalog.

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.*

## **INCOMPLETE COURSES (INCOMPLETE GRADES OR BLANK GRADES – SEE GRADING POLICY)**

All assignments, assessments and discussion board postings (collectively "Assignments") should be completed by the last scheduled day of a grading period for a course.

Any student (online or ground), who wishes to request an incomplete, is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments by the last date of the course. If an instructor deems such reason(s) justifiable, the instructor may issue an "I" grade or leave the final grade "Blank". Ground students granted an "Incomplete" grade have seven calendar days and online students have two calendar days (excluding any scheduled breaks) from the last scheduled day of a course to complete all course requirements. Students who do not successfully complete all work in the established time period receive a course grade calculated based upon a grade of zero ("0") for missing work. Students with an incomplete course are permitted to attend regularly scheduled classes.

## **LATE ASSIGNMENTS**

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

For online students, an instructor may penalize a student up to one letter grade for each week an assignment is late, absent a justifiable reason or reasons provided by the student for the late assignment. If an assignment is submitted after the last day of the course, the incomplete/blank grade policy applies.

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

## **TRANSFER OF COURSE WORK**

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

## **REQUIREMENTS FOR RELEASE TO EXTERNSHIP**

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

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

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements in order to graduate:

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

## **ATTENDANCE**

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

### **ON CAMPUS**

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

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

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

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

### **ONLINE**

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

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school.

Students withdrawn from school because of non-attendance may be readmitted through the established reentry process but no sooner than the next scheduled course start date.

## **VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY**

### **ON CAMPUS**



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

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

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

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

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

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

## **ONLINE**

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

Online students receiving VA educational funding must demonstrate active participation through the regular submission of required assignments. They must login to their active courses and post an academic event at least three times each week (Monday-Sunday). Veteran students who fail to meet this requirement have their Veterans Benefits cancelled through notification to the Veterans Administration. Weekly assignments are typically due Wednesday and Sunday evenings. To maintain eligibility for VA benefits, a student must complete at least 75% of the assignments in a grading period.\*

Students who fail to submit at least 75% of assignments in a grading period are placed on VA eligibility probation for the next grading period. If, at the end of a probationary grading period, a student has again failed to submit at least 75% of assignments, the student's Veterans Benefits are cancelled through notification of the Veterans Administration. If a student succeeds in submitting at least 75% of assignments during the VA eligibility probationary period, the student is removed from VA eligibility probation.

To regain eligibility for VA benefits, an online student must submit at least 75% of assignments during a VA eligibility probation period. Once a student completes a subsequent grading period with at least a 75% submission rate, that student may be recertified for the next grading period.

\*A grading period for online students is defined as a five-week time period within a 15-week semester in which a student completes a UMA course.

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

### **STUDENTS ENROLLED IN NON-TERM PROGRAMS:**

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

Students who do not receive a final passing grade in a course prior to progressing to the next course will be removed from the current course. Students who have attendance in the subsequent course will receive a "No Grade" (NG, as outlined in the grading policy) for the current course which does not negatively impact the student's cumulative grade point average, pace of progress or maximum time frame. Students who have not attended the subsequent course will be unscheduled from the course. UMA will reschedule the student into the failed course or a different eligible course which begins within seven (7) calendar days of the class start date. If the failed course is not available, UMA will work with the student to process an alternative solution, such as an alternative course, Leave of Absence (pre-requisites only), or Written Confirmation of Future Attendance, until the course is available.

### **STUDENTS ENROLLED IN STANDARD TERM PROGRAMS:**

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

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

Students enrolled in our term based diploma programs who do not receive a final passing grade in a course prior to progressing to the next course will be removed from the current course. Students who have attendance in the subsequent course will receive a "No Grade" (NG, as outlined in the grading policy) for the current course which does not negatively impact the student's cumulative grade point average, pace of progress or maximum time frame. Students who have not attended the subsequent course will be unscheduled from the course. UMA will reschedule the student into the failed course or a different eligible course which begins within seven (7) calendar days of the class start date. If the failed course is not available, UMA will work with the student to process an alternative solution, such as an alternative course, Leave of Absence (pre-requisites only), or Written Confirmation of Future Attendance, until the course is available.

Students enrolled in our term based degree programs who do not receive a final passing grade in a course prior to progressing to the next course will be evaluated by the Registrar's office to determine if a change in schedule is needed. The Registrar will determine if it is recommended or required that the student complete the failed course prior to progressing. This determination is based on UMA's recommended course progression and required pre-

requisites. The Registrar's office will communicate any changes to the student's LSA or Program Director (as applicable) and will reschedule the student, if necessary, within seven (7) calendar days of the class start. If the failed course is required and not available, UMA will work with the student to process an alternative solution, such as a Written Confirmation of Future Attendance, alternative classes or Leave of Absence (pre-requisites only) or until the course is available.

### **COURSE LOAD CHANGES**

UMA students enrolled in standard term based programs (except the associate degree in Nursing) are allowed to request a change in course load within the first seven (7) calendar days of each grading period or module.

Students in diploma-based term programs are scheduled and eligible to take only one course per module or grading period.

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

Students electing to decrease their course load within the first seven calendar days will receive an NG grade for the course, if the student has attended the course. If the student has not attended the course, the student will be unscheduled.

Students electing to add a course within the first seven (7) days of the module may incur additional charges for the term as a result of the increased course load. Please note, any changes to a student's course load can affect the student's charges and current funding arrangements.

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

## **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/Learner Services Advisor 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.

### **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 the Registrar’s Office (online) or Program Director/Learner Services (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/Learner Services.

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:

1. Violates the published attendance policy or
2. Fails to return from a scheduled leave (Leave of Absence or Written Confirmation of Future Attendance or
3. Violates the Student Code of Conduct or any required policies, or
4. 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.

## LEAVE OF ABSENCE

UMA administers the following leave of absences:

### LEAVES OF ABSENCE IN NON-TERM TITLE IV PROGRAMS (EXCEPT SPECIAL CIRCUMSTANCES)

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

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

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

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

### ADMINISTRATIVE LEAVE OF ABSENCE – STANDARD-TERM BASED PROGRAMS AND CERTAIN NON-TERM CIRCUMSTANCES

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

UMA Standard Term programs include Medical Billing and Coding Diploma and Associates (Ground and Online), Health Sciences degrees (Ground and Online), Nursing (Associate Degree - Ground), Medical Office and Billing Specialist (Online), Medical Administrative Assistant Diploma (Online), Health

Information Technology (Online) and Healthcare Management (Online). UMA's non-term programs include Pharmacy Technician Diploma and Degree (Ground and Online), Basic X-Ray with Medical Office Procedures Diploma (Ground), Dental Assistant with Expanded Functions Diploma (Ground), Medical/Clinical Laboratory Assistant Diploma (Ground), Medical Assistant (Ground) and Patient Care Technician Diploma (Ground).

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

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

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

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

## **MILITARY LEAVES OF ABSENCE**

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

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

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

## **WRITTEN CONFIRMATION OF FUTURE ATTENDANCE-NON TERM PROGRAMS**

In accordance with federal regulations, Ultimate Medical Academy (UMA) provides current students, who have completed at least one UMA course, with the option of providing timely written confirmation of future attendance to a later class/course/module to prevent student withdrawal from UMA. This policy applies to students enrolled in UMA's non term programs only. Students who need to take a class or module off have the option of providing written confirmation of the student's intent to return to classes in a future course or module. The timely written confirmation must be received by the school prior to the date the student would be withdrawn. Under UMA's attendance policy, students must provide the notification prior to the 14<sup>th</sup> day of absence. Students will be limited to one written confirmation per

payment period (first four classes in Dental Assistant or first three classes in all other programs) and cannot exceed two written confirmations in any 12 month period.

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

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

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

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

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

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

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

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

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

## **EXTERNSHIP EXTENSION**

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 Ground/"blank" for Online) 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 Externship Extension Policy in the Academic Section of the catalog/addendum.

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 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.

# PROGRAMS

## **CLEARWATER (MAIN CAMPUS)**

### Diploma

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

### Associate of Science

- Health Sciences
  - Dental Assistant with Expanded Functions
  - Medical Assistant
  - Medical/Clinical Laboratory Assistant
  - Patient Care Technician
  - Pharmacy Technician

## **TAMPA (NON-MAIN CAMPUS)**

### Diploma

- Basic X-Ray with Medical Office Procedures
- Dental Assistant with Expanded Functions
- Medical Assistant
- Medical Billing and Coding
- Medical/Clinical Laboratory Assistant
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

### Associate of Science

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

## **ONLINE CAMPUS (NON-MAIN CAMPUS)**

### Diploma

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

### Associate of Science

- Healthcare Management
- Health Information Technology
- Health Sciences
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
  - Pharmacy Technician
- Medical Billing and Coding

## BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES

**Program Type: Diploma**

**Location: Tampa**

### PROGRAM DESCRIPTION

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

A Basic X-Ray Technician license issued by the State of Florida is required for employment as a basic x-ray technician. To obtain a Florida license, graduates must successfully complete the Basic X-Ray Machine Operators (Limited Scope) examination offered through the American Registry of Radiologic Technologists (ARRT). Students will receive course preparation to sit for the Basic X-Ray Machine Operators (Limited Scope) and Certified Phlebotomy Technician (CPT) examinations. Graduates must meet eligibility requirements to sit for the examinations.

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

**Instructional Time: 56 weeks**

**Normal Time: 62 weeks**

### Required Courses

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

**Additional Program Information: For information on student graduation rates, retention and placement rates, and student financial obligations, visit [ultimatemedical.edu/consumerinfo.pdf](http://ultimatemedical.edu/consumerinfo.pdf)**

## HEALTH SCIENCES – BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES

**Program Type:** Associate of Science

**Location:** Core Coursework - Tampa

General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

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

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

A Basic X-Ray Technician license issued by the State of Florida is required for employment. To obtain a Florida license, graduates must successfully complete the Basic X-Ray Machine Operators (BXMO) examination offered through the American Registry of Radiologic Technologists (ARRT). Students will receive course preparation to sit for the Basic X-Ray Machine Operators (BXMO) and Certified Phlebotomy Technician (CPT) examinations. Graduates must meet eligibility requirements to sit for the examinations.

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks

### Required Courses

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

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

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

## DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

**Program Type: Diploma**

**Location: Tampa and Clearwater**

### PROGRAM DESCRIPTION

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

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

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

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

**Instructional Time: 42 weeks**

**Normal Time: 48 weeks**

### Required Courses

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

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

## HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

**Program Type:** Associate of Science

**Location:** Core Coursework – Tampa and Clearwater

General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks

### Required Courses

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



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

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

## HEALTHCARE MANAGEMENT

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

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

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

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

**Normal Time:** 74 weeks/79 weeks for Arkansas residents\*

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (51.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
<b>General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0

SO1050	Sociology	3.0
<b>Total Program</b>		<b>66.0</b>
<b>Total Program for Arkansas Residents*</b>		<b>69.0</b>

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

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**\*\*Required course for Arkansas residents**

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

## HEALTH INFORMATION TECHNOLOGY

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

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

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

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

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

**Normal Time:** 74 weeks/79 weeks for Arkansas residents\*

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (48.5 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0
ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
<b>General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0

MA1015	College Math	3.0
SC1225	Essentials of Anatomy & Physiology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.5</b>
<b>Total Program for Arkansas Residents*</b>		<b>66.5</b>

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

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**\*\*Required course for Arkansas residents**

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

## MEDICAL ADMINISTRATIVE ASSISTANT

**Program Type:** Diploma

**Location:** Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 40 weeks

**Normal Time:** 42 weeks

### Required Courses

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

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

## HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 74 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (36.0 Credits)</b>		
ME1115	Introduction to Medical Administrative Assisting	4.5
ME1155	Principles of Management and Information Systems	4.5
ME1415	Medical Law & Ethics and Records Management	4.5
ME1600	Accounting and Medical Practice Management Systems	4.5
ME2220	Medical Terminology and Transcription	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2410	Medical Coding II	4.5
SC2100	Anatomy & Physiology for Allied Health Profession	3.5
<b>General Education Courses (15.0 Credits/18.0 Credits for Arkansas Residents)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Elective Courses (9.0 Credits/6.0 Credits for Arkansas Residents)</b>		
AC2760***	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0

PS1000	Psychology	3.0
PS2100***	Working with People	3.0
PS2150***	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>60.0</b>

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

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**\*\*Required course for Arkansas residents**

**\*\*\*Minnesota Residents**-Ultimate Medical Academy is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections §136A.61-136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

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



## MEDICAL ASSISTANT

**Program Type: Diploma**

**Location: Clearwater and Tampa**

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time: 56 weeks**

**Normal Time: 62 weeks**

### Required courses

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

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

## HEALTH SCIENCES - MEDICAL ASSISTANT

**Program Type:** Associate of Science

**Location:** Core Coursework – Clearwater and Tampa  
General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (42.5 Credits)</b>		
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5
MC2040	Advanced Laboratory Procedures & Minor Medical Office Surgeries	5.0
MC3050	Clinical Externship	4.5
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Elective Courses (3.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0

HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>60.5</b>

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

## MEDICAL BILLING AND CODING

**Program Type: Diploma**

**Location: Tampa and Online**

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time: 48 weeks ground/40 weeks online**

**Normal Time: 52 weeks ground /42 weeks online**

### Required Courses

Course #	Course Title	Semester Credits
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
BC2010	Disease Processes and ICD-9-CM Coding	4.5
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding, and Surgical Procedures	5.0
BC2030	Medical Practice Management Systems and Billing and Coding	4.5
BC3020	Coding with Simulation, CPC Prep and CPC Review	5.5
BC3030	Billing and Coding Applications with Simulations	5.0
<b>Total Program</b>		<b>39.0</b>

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

## MEDICAL BILLING AND CODING

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

The objective of the Medical Billing and Coding associate of science degree program is to prepare students for entry-level employment in medical billing and coding positions in physicians' offices, hospitals, insurance companies and other healthcare facilities. Instruction occurs in our residential campus and/or distance learning settings. Out-of-class work is required.

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

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

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

**Normal Time:** 74 weeks /79 weeks for Arkansas residents\*

### Required Courses

Course #	Course Title	Semester Credits
<b>(Core Courses 48.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
BC1020	Medical Basics and the Healthcare Claim Cycle	5.0
BC1025	Anatomy, Terminology, and Healthcare Payers	4.5
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0
BC2010	Disease Processes and ICD-9-CM Coding	4.5
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding and Surgical Procedures	5.0
BC2030	Medical Practice Management Systems and Billing and Coding Applications	4.5
BC3020	Coding with Simulation, CPC Prep and CPC Review	5.5
BC3030	Billing and Coding Applications with Simulations	5.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>General Education Courses (15.0/Arkansas Residents 18.0*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking & Problem Solving	3.0

MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.0</b>
<b>Total for Arkansas Residents*</b>		<b>66.0</b>

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

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**\*\*Required Course for Arkansas residents**

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

## MEDICAL/CLINICAL LABORATORY ASSISTANT

**Program Type: Diploma**

**Location: Tampa**

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time: 42 weeks**

**Normal Time: 48 weeks**

### Required Courses

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

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

## HEALTH SCIENCES - MEDICAL/CLINICAL LABORATORY ASSISTANT

**Program Type:** Associate of Science

**Location:** Core Coursework - Tampa

General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks

### Required Courses

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



AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>61.5</b>

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

## MEDICAL OFFICE AND BILLING SPECIALIST

**Program Type: Diploma**

**Location: Online**

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time: 40 weeks**

**Normal Time: 42 weeks**

### Required Courses

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

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

## HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

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

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

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

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 74 weeks

### Required Courses

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

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

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

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code § 6- 1-301.

**\*\*Required course for Arkansas residents**

**\*\*\*Minnesota Residents** - Ultimate Medical Academy is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections §136A.61-136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

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

## NURSING

**Program Type:** Associate of Science

**Location:** Tampa

### PROGRAM DESCRIPTION

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

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

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

The Associate of Nursing (ADN) program is approved by the Florida Board of Nursing.

**Instructional Time:** 90 weeks

**Normal Time:** 97 weeks

### Required Courses

Course #	Course Title	Semester 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
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
<b>Total Program</b>		<b>75.0</b>

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

## NURSING ASSISTANT

**Program Type:** Diploma

**Location:** Clearwater and Tampa

### PROGRAM DESCRIPTION

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

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

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

The Nursing Assistant program is approved by the Florida Board of Nursing.

**Additional Information:** The Nursing Assistant program is not eligible for Federal Student Aid.

**Instructional Time:** 6 weeks

**Normal Time:** 8 weeks

### Required Courses

Course #	Course Title	Semester Credits
NA1110	Nursing Assistant	5.0
NA3000	Clinical Externship	1.0
<b>Total Program</b>		<b>6.0</b>

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

## PATIENT CARE TECHNICIAN

**Program Type:** Diploma

**Location:** Clearwater and Tampa

### PROGRAM DESCRIPTION

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Certified Nursing Assistants, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. Instruction is at our residential campus and occurs in a combination of lecture, lab and externship settings. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 720 clock hours/31.5 semester credits.

Students will receive course preparation to sit for the State of Florida Certified Nursing Assistant (CNA) examination offered through Prometrics and the Certified Patient Care Technician (CPCT), Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

**Instructional Time:** 42 weeks

**Normal Time:** 48 weeks

### Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
<b>Total Program</b>		<b>31.5</b>

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



## HEALTH SCIENCES - PATIENT CARE TECHNICIAN

**Program Type:** Associate of Science

**Location:** Core Coursework – Clearwater and Tampa

General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

The objective of the Health Sciences - Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Certified Nursing Assistants, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and two supplementary electives to complete the Associate of Science requirement. Instruction is at our residential campus and/or distance learning setting with a combination of lecture, lab and externship settings. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Patient Care Technician Associate of Science degree. Total Program: 1080 clock hours/61.5 semester credits.

Students will receive course preparation to sit for the State of Florida Certified Nursing Assistant (CNA) examination offered through Prometrics and the Certified Patient Care Technician (CPCT), Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) examinations offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (31.5 Credits)</b>		
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

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

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

## PHARMACY TECHNICIAN

**Program Type:** Diploma

**Locations:** Tampa and Online

### PROGRAM DESCRIPTION

The objective of the Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs in our residential campus and/or distance learning setting with a combination of lecture, lab and externship. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician diploma program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Upon successful completion of this program, the graduate will be awarded a diploma in Pharmacy Technician. Total Program: 720 clock hours/37.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

**Additional Information:** The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* document in the Enrollment Agreement for a listing of states in which UMA is currently enrolling or speak with an Admissions Advisor to ensure that all applicable state requirements are met.

**Instructional Time:** 42 weeks

**Normal Time:** 48 weeks ground/42 weeks online

### Required Courses

Course #	Course Title	Semester Credits
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
<b>Total Program</b>		<b>37.5</b>

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

## HEALTH SCIENCES - PHARMACY TECHNICIAN

**Program Type:** Associate of Science

**Location:** Core Coursework – Tampa and Online

General Education and Electives – Clearwater, Tampa and Online

### PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs in our residential campus and/or distance learning setting with a combination of lecture, lab and externship. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complimentary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

**Additional Information:** The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* document in the Enrollment Agreement for a listing of states in which UMA is currently enrolling or speak with an Admissions Advisor to ensure that all applicable state requirements are met.

**Instructional Time:** 60.5 – 62.5 weeks

**Normal Time:** 96 weeks ground

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (37.5 Credits)</b>		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
<b>General Education Courses (15.0 Credits/18.0 Credits for Arkansas Residents)*</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0

SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Elective Courses (9.0 Credits/6.0 Credits for Arkansas Residents)</b>		
AC2760***	Accounting for Managers	3.0
C1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100***	Working with People	3.0
PS2150***	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>61.5</b>

**NOTE:** The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* document in the Enrollment Agreement for a listing of states in which UMA is currently enrolling or speak with an Admissions Advisor to ensure that all applicable state requirements are met.

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

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**\*\*Required course for Arkansas residents**

**\*\*\*Minnesota Residents**-Ultimate Medical Academy is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections §136A.61-136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

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

## PHLEBOTOMY TECHNICIAN

**Program Type:** Diploma

**Location:** Clearwater and Tampa

### PROGRAM DESCRIPTION

The objective of the Phlebotomy Technician program is to prepare students for entry-level employment as a phlebotomist in a medical office, clinic, laboratory or hospital. The program concentrates on blood collection procedures, equipment handling of specimens, safety and medical ethics, professionalism, anatomy and physiology and medical terminology. Instruction occurs at our residential campus and with a combination of lecture, lab and externship. Out-of-class work is required.

Phlebotomy Technicians specialize in drawing blood for analysis. The Phlebotomy Technician is responsible for making patients comfortable, addressing anxiety and safely collecting samples while causing patients minimal discomfort. Upon successful completion of this program, the graduate will be awarded a certificate in Phlebotomy Technician. Total Program: 200 clock hours/8.0 semester credits.

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

**Additional Information:** The Phlebotomy Technician program is not eligible for Federal Student Aid.

**Instructional Time:** 12 weeks

**Normal Time:** 12 weeks

### Required Courses

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

**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

Students receive a syllabus for each course on the first day of the class. The syllabus establishes the expectations for the course and become the governing document for that course.

Courses requiring no prerequisite are open to all students regardless of the catalog number. It is the responsibility of students to know these requirements and follow them when registering. A student's Program Director or the Director of Education must approve any waiver of prerequisites.

## Course Number Abbreviations

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

### **AC2760 ACCOUNTING FOR MANAGERS – 3.0 SEMESTER CREDITS**

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making and developing the ability to complete a variety of business transactions, balance sheets, and account ledgers. Additional topics include cash transactions and payroll.

Prerequisites: None

### **BC1020 MEDICAL BASICS AND THE HEALTHCARE CLAIM CYCLE – 5.0 SEMESTER CREDITS**

This course is designed to introduce basic concepts related to anatomy and medical terminology, medical record documentation and its relationship to medical coding and billing services. The role of an insurance billing specialist is discussed. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems; concepts of proper use of the computer are included and the student has the opportunity to develop speed and accuracy in keyboarding.

Prerequisites: None

### **BC1025 ANATOMY, TERMINOLOGY, AND HEALTHCARE PAYERS – 4.5 SEMESTER CREDITS**

This course includes anatomy and medical terminology related to coding patient illness, conditions, injuries and diseases; basic knowledge of various body systems, bones, muscles and organs related to conditions such as diabetes, hypertension, neoplasms, and injuries; medical terminology including roots, prefixes, suffixes; and other terms related to diagnosis coding. Health care payers including Medicare, Medicaid, TRICARE, Blue Cross/ Blue Shield, Worker's Compensation, and Managed Care are introduced and their role in the health insurance billing and coding process; and various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and

reimbursement methods are covered. In the keyboarding unit of this course, the student is introduced to ten key and has the opportunity to develop speed and accuracy in ten key skills.

Prerequisites: None

### **BC1030 MEDICAL TERMINOLOGY AND HEALTHCARE SETTING & CLAIMS PROCESSING – 5.0 SEMESTER CREDITS**

This course provides an overview of the health insurance billing and coding process in various settings; including those of outpatient, inpatient, physician, and hospital. Variations in documentation are discussed as well as coding, claims processing, accounts receivable management, and reimbursement methods. Anatomy and medical terminology; including roots, prefixes, suffixes and other terms related to the coding of diagnostic tests and procedures are covered. The development of touch response to keyboarding is emphasized with a focus on improving the student's speed and accuracy to 30 words per minute.

Prerequisites: None

### **BC2010 DISEASE PROCESSES AND ICD-9-CM CODING – 4.5 SEMESTER CREDITS**

This course includes basic principles of diagnosis coding using the *International Classification of Diseases, Ninth Revision, Clinical Modification*. The application of ICD-9-CM coding concepts are discussed, including the identification of conditions to be coded, content of the manual, coding conventions, and basic coding guidelines. This course is designed to provide the student with information about coding signs, symptoms, illness, injuries, disease, and other reasons for healthcare services. An overview of disease processes includes the etiology and physiology of specified human disorders, and principles of disease are discussed as they relate to coding conditions, diseases, illness and injury including: diabetes, hypertension, neoplasm, cancer, skin disorders, fractures, and burns. Ten key skills are practiced in the keyboarding unit to achieve a minimum of 100 key strokes per minute.

Prerequisites: BC1020, BC1025 & BC1030

### **BC2020 HEALTHCARE COMMON PROCEDURE CODING SYSTEMS (HCPCS), CPT CODING AND SURGICAL PROCEDURES – 5.0 SEMESTER CREDITS**

This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement is discussed. Coding of surgical procedures is discussed with a review of surgical specialties, anatomy, medical terminology, documentation, and other topics related to coding surgical procedures. Instruction in word processing applications, such as Microsoft® Word are covered; including their application in the medical office, the healthcare claims process, and for Billing and Coding Specialist. Billing and coding applications provide practice in applying procedure and diagnosis coding principles.

Prerequisites: BC1020, BC1025, BC1030



### **BC2030 MEDICAL PRACTICE MANAGEMENT SYSTEMS AND BILLING AND CODING APPLICATIONS – 4.5 SEMESTER CREDITS**

This course provides an introduction to medical billing programs and their use for office transactions including patient registration, charge entry, payment posting, billing routines and report generation. Also covered are electronic claims submission requirements and claims management techniques. Word processing, utilizing Microsoft® Word, is included and the student is introduced to the use of the Internet to obtain health insurance billing and coding information. Billing and coding applications provide practice in applying procedure and diagnosis coding principles.

Prerequisites: BC1020, BC1025, BC1030

### **BC3020 CODING WITH SIMULATION, CPC PREP AND CPC REVIEW – 5.5 SEMESTER CREDITS**

This course includes billing and coding concepts in the facility environment. An overview of hospital billing and coding is provided with an emphasis on the variations in physician and facility billing, the claims process, documentation, coding, and reimbursement. Procedure and diagnosis coding skills are applied to coding facility source documents during practical simulations.

Prerequisites: BC1020, BC1025, BC1030, BC2010, BC2020 & BC2030

### **BC3030 BILLING AND CODING APPLICATION WITH SIMULATIONS – 5.0 SEMESTER CREDITS**

This course covers the theories of abstracting from source documents and the application of those theories to various source documents. During simulations, the student has the opportunity to apply procedure and diagnosis coding principles while advancing his/her knowledge of insurance billing concepts, procedures, and applications necessary to file claims and to perform accounts receivable management functions.

Prerequisites: BC1020, BC1025, BC1030, BC2010, BC2020 & BC2030

### **BX1115 EQUIPMENT OPERATIONS & MAINTENANCE – 4.5 SEMESTER CREDITS**

This course focuses on how x-rays are produced, what constitutes “safely operating equipment,” how to proceed during system failures, equipment maintenance, and MSDS/ OSHA requirements. Students will also receive their core training on HIV/AIDS and to recognize all aspects of Blood Borne Pathogens.

Prerequisites: None

### **BX1120 RADIATION SAFETY & PROTECTION AND BASIC ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES – 4.0 SEMESTER CREDITS**

This course covers safety precautions in radiology to protect the student/operator, the patient, and the general public; the in depth study of the dangers of irradiating patients by untrained personnel, biological and genetic hazards to living things, and the effects of radiation. Basic anatomy and physiology will focus on areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Proper radiological procedures; patient positioning; and “hands on” training utilizing non-radiation-emitting radiographic equipment are also included. Students position each other to learn anatomical “landmarks” used in radiology. Students are given an opportunity to view “normal and abnormal” X-Ray studies as well as “suboptimal” procedures.

Prerequisites: BX1115

**BX2110 ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES; UPPER AND LOWER EXTREMITIES – 4.0 SEMESTER CREDITS**

This course covers basic anatomy and physiology of the entire upper and lower extremity with a focus to those areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Foreign body identification and localization, patient concerns, and special needs are also covered. Proper radiological procedures, patient positioning, and “hands on” training of the entire upper and lower extremity utilizing non-radiation-emitting radiographic equipment are also covered. Students position each other to learn anatomical “landmarks” used in radiology. Specific attention is afforded to misconceptions about simply “capturing” an image on film versus a “true A.R.R.T. acceptable” study. Students are given an opportunity to view “normal and abnormal” X-Ray studies as well as “suboptimal” procedures. Instruction in techniques used to obtain optimal images is demonstrated in detail, as well as methods that can be employed to provide a satisfactory result.

Prerequisites: MC1111 & MC1116

**BX2116 ANATOMY & PHYSIOLOGY, POSITIONING AND PROCEDURES; BONY THORAX, CHEST, ABDOMEN AND SPINE – 4.5 SEMESTER CREDITS**

This course covers basic anatomy and physiology of the bony thorax, chest, abdomen, and the entire spine with a focus to those areas addressed by the Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO); foreign body identification and localization; patient concerns; and special needs. Proper radiological procedures; patient positioning and “hands on” training, utilizing non-radiation-emitting radiographic equipment is also covered. Students position each other to learn anatomical “landmarks” used in radiology. Instruction in techniques used to obtain optimal images will be demonstrated in detail, as well as methods that can be employed to provide a satisfactory result. The student will also prepare for their state exam and externship.

Prerequisites: MC1111& MC1116

**BX2125 COMPREHENSIVES (X-RAY & CLINICAL SKILLS) – 2.5 SEMESTER CREDITS**

Comprehensive x-ray and clinical skills will be the final course before release to externship to ensure competency in skills before being sent out to externship. Students will be required to master hands on practicum positioning exam of upper extremities, lower extremities, chest, abdomen, and thorax anatomy with a passing grade of 75%. This course will also include the review and performance of lab skills to include rooming, charting, vitals, urinalysis, phlebotomy, injections and related knowledge that plays an integral part of back office procedures. Assessment will be made of students’ proficiency in performing these skills to ensure their preparedness for externship and Phlebotomy Certification.

Prerequisites: BX1115, BX1120, BX2110, BX2116, MC1111, MC1116 & MC2015

**BX3010 CLINICAL EXTERNSHIP & CERTIFICATION REVIEW – 5.5 SEMESTER CREDITS**

Students are assigned to a healthcare facility under supervision. The 200 hour clinical externship will take place at a local healthcare facility chosen by the school staff. There is no financial reimbursement applied to student participation in clinical externship. The clinical externship is purely a learning experience. A 20 hour certification examination review is included in this course.

Prerequisites: BX1115, BX1120, BX2110, BX2116, BX2125, MC1111, MC1116, MC2015, MC2125

**CI1154 INTRODUCTION TO HEALTHCARE COMPUTER INFORMATION SYSTEMS –  
3.0 SEMESTER CREDITS**

This course is designed to focus on the various computer information needs of the healthcare system as it evolves. The course will cover the potential pitfalls in communication between those in IT and those in the medical community, and address ways of bridging that gap. Prerequisites: None

**CI1155 COMPUTER SYSTEMS AND SOFTWARE APPLICATIONS FOR THE MEDICAL OFFICE –  
4.5 SEMESTER CREDITS**

This course introduces students to Microsoft Word and Excel as it is used in the medical office setting, Students will obtain beginners level proficiency in both Word and Excel. The course explores the use of a medical practice management system (accounting, scheduling, and billing) in a medical office setting.

Prerequisites: ME1110, BC1030

**DA1110 INTRODUCTION & HISTORY OF DENTISTRY – 3.5 SEMESTER CREDITS**

This course is a review of the history of dentistry and an introduction to dental assisting and the dental team. Also covered are concepts on the identification of permanent and deciduous dentition and their eruption schedule, dental specialties, and endodontics. Laboratories include dental charting guidelines and requirements, identifying teeth numbers, and charting all dental symbols in a patient's dentition.

Prerequisites: None

**DA1120 PREVENTIVE DENTISTRY – 3.5 SEMESTER CREDITS**

This course is an introduction on instructing patients in proper oral hygiene covering the importance of health histories, and vital signs. The specialty covered is periodontics. In the lab, students are introduced to alginate impressions preparation of study models and bite registration. Other lab procedures include instruction in coronal polishing, impressions, preparation, fluoride treatments, and management of hazardous materials and infection control.

Prerequisites: None

**DA1130 ANATOMY & PHYSIOLOGY, OFFICE MANAGEMENT AND CPR – 3.5 SEMESTER CREDITS**

This course covers the anatomy of the body and how different systems function. Other topics addressed are business office management; including scheduling, patient accounts, and telephone protocol. The specialty is orthodontics. In the lab, emergency management and different diseases that the dental assistant should be aware of, and how they affect a patient is practiced. Basic chair side instruments and tray systems are introduced. Instrument transfer is practiced. CPR certification is included in this section.

Prerequisites: None

**DA1140 RADIOLOGY AND OSHA – 3.5 SEMESTER CREDITS**

The focus of this course is on radiology; taking x-rays from single periapicals to a full mouth series. The specialty covered is oral surgery which includes preparing the patient for analgesia and relieving anxiety including the administration of nitrous oxide. In the lab, students take x-rays until two full mouth series have been taken to the specifications set by the program. Students will also practice preparing a syringe for anesthetic.

Prerequisites: DA1110, DA1120 & DA1130

### **DA1150 ANATOMY, MICROBIOLOGY AND DENTAL MATERIALS – 3.5 SEMESTER CREDITS**

The anatomy of the head and neck, bones, muscles, nerves, circulation of the head and neck, and an introduction to microbiology is covered by this course. The specialty for this section is oral pathology. In the lab, students have hands on practice with removing different types of sutures, using dental materials, mixing of different dental cements, the fabrication of temporary crowns, and one handed and four handed dentistry is taught.

Prerequisites: DA1110, DA1120 & DA1130

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

The concentration of this course is on expanded functions so that the student will leave the program with an opportunity for a State Certificate of Radiology that the Dental Assistant is eligible to receive after attending an approved program, and assisting in the exposing of radiographs under the direct supervision of a Florida licensed Dentist for at least three months. Also included are writing cover letters, resumes, and follow-up correspondence for job preparation; as well as how to present oneself for a job interview. In the lab, students will become proficient at rubber dam placement through chair side assisting for amalgam and composite procedures.

Prerequisites: DA1110, DA1120 & DA1130

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

This 240 hour externship course provides students with on-the-job experience working in a dental office. Students will work in all aspects of the dental office and gain experience in assisting for when they enter the work force. The extern will be supervised by a representative from the school and a supervisor at the externship site.

Prerequisites: DA1110, DA1120, DA1130, DA1140, DA1150, DA1160

### **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, concisely, and coherently. Students write essays wherein organization and proper language usage are stressed. Emphasis is also placed on introductory concepts of the research process.

Prerequisites: None

### **EN2100 English Composition II -- 3.0 Semester Credits**

This course teaches the principles of the writing process; emphasizing academic and business report writing. It includes basic research and documentation methods. Topics include essay writing techniques with emphasis on discourse analysis, persuasive writing, basic research and documentation methods.

### **EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS – 3.0 SEMESTER CREDITS**

Interpersonal Professional Communications provides students with information and practice in professional communication skills. This course covers the effective writing of business documents, presentation, meeting management, and basic conflict management skills. Specifically, students will write memos, develop and present information to the class, practice meeting facilitation skills, and practice dealing with conflict situations.

Prerequisites: None

### **HI1050 LOCAL, NATIONAL & INTERNATIONAL EVENTS – 3.0 SEMESTER CREDITS**

In this course students study current events on a broad scale to gain a perspective of the impact they have on them personally and professionally.

Prerequisites: None

### **HM1015 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE I – 5.0 SEMESTER CREDITS**

This course is designed to introduce basic concepts related to anatomy and medical terminology; medical record documentation, and its relationship to medical coding and billing services. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems. Students will develop speed and accuracy in keyboarding.

Prerequisites: None

### **HM1020 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE II – 5.0 SEMESTER CREDITS**

This course covers medical terminology including suffixes, prefixes, and combining forms. It introduces healthcare payers including Medicare, Medicaid, TRICARE, Blue Cross/Blue Shield, Worker's Compensation, and Managed Care; and reviews their role in the health insurance billing and coding process. Various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are presented. Students develop speed and accuracy in keyboarding.

Prerequisites: HM1015

### **HM1025 MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS**

This course provides an introduction to medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed. The student will develop speed and accuracy in keyboarding.

Prerequisites: CI1154 & HM1020

### **HM1030 ACCOUNTING, PAYROLL, BANKING & ACCOUNTING SYSTEMS – 5.0 SEMESTER CREDITS**

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making. Students will develop speed and accuracy in keyboarding.

Prerequisites: HM1025

### **HM2010 BUSINESS OFFICE OPERATIONS FOR THE MANAGER – 5.0 SEMESTER CREDITS**

This course covers the budgeting process and introduces the role of a proforma and practice management ratios in analyzing business operations. It introduces financial policies, managed care contracts, and fee schedules for services.

Prerequisites: HM1030

### **HM2015 HEALTHCARE LAW, COMPLIANCE, ETHICS & MEDICAL RECORD MANAGEMENT – 6.0 SEMESTER CREDITS**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information including HIPAA. Malpractice, compliance plans, fraud and abuse, and referral restrictions are also discussed. Also introduced to students are principles of medical record management.

Prerequisites: HM2010

### **HM2020 HUMAN RESOURCE MANAGEMENT – 6.0 SEMESTER CREDITS**

This course introduces employment laws including the Fair Labor Standards Act, Americans with Disabilities Act, COBRA, and others. Record keeping requirements are discussed, such as wage and hour records and record retention rules. Employment categories are explained, and rules and resources for employee hiring, recruiting, and retention are reviewed. Performance appraisals, salary administration, and progressive disciplinary actions are also explained. Suggestions on how to develop, and what should be included in an Employee Handbook are provided.

Prerequisites: HM2015

### **HM2030 PRACTICE STRUCTURE AND ENHANCEMENT – 5.5 SEMESTER CREDITS**

This course provides an overview of the different ownership structures for physician practices. Common documents and procedures are reviewed. Selection of employer provided benefits including insurance and retirement are discussed. Practice building and enhancement strategies are also presented. Certification review is included in this course.

Prerequisites: HM2020

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

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined.

Prerequisites: None

### **HT1100 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT AND MEDICAL LAW & ETHICS – 5.5 SEMESTER CREDITS**

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments

and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

Prerequisites: HT1000

### **HT2125 INTERNATIONAL CLASSIFICATIONS OF DISEASE (ICD) CODING – 4.0 SEMESTER CREDITS**

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-9- CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools.

Pre-requisites: ME1150, SC1225, ME2515

### **HT2135 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING – 3.0 SEMESTER CREDITS**

This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises allow students to also apply guidelines for Evaluation and Management (E/M) code and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools.

Prerequisites: ME1150, SC1225, ME2515, HT2125

### **HT2245 HEALTH INFORMATION SYSTEMS AND DATA QUALITY & MANAGEMENT – 6.0 SEMESTER CREDITS**

This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for managerial and clinical support. It also examines emerging information technologies. The determination of information system needs, system implementation, system evaluation, and confidentiality/security is also addressed. The course also introduces the student to healthcare data sets, secondary sources of data and healthcare statistics. Methods, tools, technologies, and processes for querying data, designing, generating, and analyzing reports are examined. In addition, it presents methods to abstract, present, and maintain data for clinical indices/databases/registries.

Prerequisites: HT2125, HT2135

### **HT2400 HEALTHCARE REIMBURSEMENT AND MANAGEMENT & SUPERVISION – 5.0 SEMESTER CREDITS**

This course provides an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Various payments systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, and managed care capitation are also explored along with issues of policy, regulatory information technology, and data exchange among providers. The course also focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, principles of ergonomics, and productivity procedures are explored as well as work processes and policies and procedures design. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments.

Prerequisites: HT2245

### **HT2500 HEALTH INFORMATION TECHNOLOGY PRACTICUM – 4.0 SEMESTER CREDITS**

This 180 hour practical experience course is designed to allow students to participate in a supervised setting to gain experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students prepare a written report of their practical learning experience.

Prerequisites: Successful completion of all other courses in program

### **HU2000 CRITICAL THINKING AND PROBLEM SOLVING – 3.0 SEMESTER CREDITS**

This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and argument analysis. The course includes learning to provide evidence and well-reasoned support for asserted solutions and/or positions within.

Prerequisites: None

### **MA1015 COLLEGE MATH – 3.0 SEMESTER CREDITS**

This course delivers a broad overview of skills necessary for the application of post-secondary mathematics. Students review a range of mathematical principles in algebra, computation, geometry, and statistics. Students will solve algebraic equations, appropriately apply the order of operations, compute characteristics of geometric shapes, calculate statistical principles such as measures of central tendency and ratios, and will apply principles such as interest, commissions, discounts, and the metric system.

Prerequisites: None

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

This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, the importance of using basic learning skills, and effective coping skills. Required training in CPR is taught



using the American Safety and Health Institute approved CPR course for healthcare providers. The course also includes anatomy and physiology of the renal, circulatory, respiratory, and reproductive systems, and the appropriate terminology related to those systems. Also covered is laboratory testing as related to those systems and the foundation for understanding medical terminology as it relates to the field (word roots, prefixes and suffixes, and combining forms and current procedural terminology).

Prerequisites: None

#### **MC1111 PRINCIPLES OF ALLIED HEALTH & PATIENT CARE – 5.0 SEMESTER CREDITS**

This course covers patient rights, patient/staff communication, proper body mechanics, and transfer techniques for any given circumstance. Students will learn to monitor vital signs and recognize emergency situations, complete required training in CPR/First Aid. Also covered are Anatomy and Physiology for the renal, circulatory, respiratory, and reproductive systems. Appropriate medical terminology and its foundation as it relates to the field (word roots, prefixes and suffixes, and combining forms) and current procedural terminology is also covered.

Prerequisites: None

#### **MC1115 ANATOMY & PHYSIOLOGY AND MEDICAL TERMINOLOGY – 5.0 SEMESTER CREDITS**

This course covers an introduction to the anatomy and physiology of the musculoskeletal, integumentary, digestive, nervous, and endocrine systems; as well as medical terminology relating to those specific systems, laboratory testing as related to the systems, discussion on frequently ordered laboratory and radiology tests, and their normal vs. abnormal ranges. It also includes the foundation for understanding medical terminology as it relates to the field—word roots, prefixes and suffixes, and combining forms and current procedural terminology, as well as instruction on ordering laboratory tests and processing laboratory specimens.

Prerequisites: None

#### **MC1116 ANATOMY & PHYSIOLOGY AND CLINICAL PROCEDURES – 5.0 SEMESTER CREDITS**

This course covers an introduction to anatomy and physiology and appropriate terminology. Laboratory and radiological testing of the related systems including digestive, integumentary, muscular/skeletal, nervous and endocrine systems, and their normal versus abnormal ranges is also covered. The course includes ordering laboratory tests and processing laboratory specimens.

Prerequisites: None

#### **MC1130 MEDICAL ASSISTANT OFFICE PROCEDURES – 5.0 SEMESTER CREDITS**

This course includes a detailed, technical outlook of front office applications in a medical clinical setting. Topics covered are: office organization, proper use of office equipment, basic bookkeeping, billing and collections, purchasing, banking and payroll, office safety, and security. A demonstration of a mock office setting is established to provide students an opportunity to participate in the flow of clinical office operations. The course also covers the skills needed to work in the electronic medical management office setting including different types of health insurance plans and sources of insurance available to patients as well as the filing, monitoring, and processing of insurance claims; the use of computerized scheduling, record keeping, and EMR components. Computers in the Medical Office are demonstrated and HIPAA regulations are covered.

Prerequisites: None

### **MC2010 PHARMACOLOGY – 4.5 SEMESTER CREDITS**

This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills, military (24 hour) time, and correct measurement with regards to time; also covering volume, temperature, weight, ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of the medical assistant/medical clinical lab assistant in administering and dispensing drugs, and routes and methods of drug administration; including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. This course includes the required training in first aid and HIV/AIDS.

Prerequisites: None

### **MC2015 CLINICAL LAB PROCEDURES & PHLEBOTOMY – 4.0 SEMESTER CREDITS**

This course covers various clinical and laboratory skills, including the collection and handling of specimens, urinalysis, hematology/blood chemistry, minor surgical procedures and wound care, the use of assistive devices, hot and cold therapies, patient communication, patient identification, precession and accession of orders, patient positioning, site selection, syringe and evacuated tube collection, and blood collection procedures; including capillary collections, procedure for micro-collection, and blood smears. In the lab, students learn and demonstrate various venipuncture techniques, how to prioritize their work duties, how to describe and demonstrate POCT and urine/semen collection procedures, and how to identify factors that affecting laboratory results. Also included is an introduction to the laboratory, methods of reporting lab results, and the proper use of laboratory equipment; including venipuncture systems, syringes/needles, butterfly, lancets, and micro-collection devices. The course also covers proper EKG placement, the identification of rhythm strips, laboratory safety procedures, blood borne pathogens, OSHA requirements, Material Safety Data Sheets (MSDS), exposure control plans, and fire safety.

Prerequisites: None

### **MC2020 CLINICAL PROCEDURES – 4.0 SEMESTER CREDITS**

This course covers anatomy and medical terminology related to patient illness, conditions, injuries and diseases; knowledge of the various body systems, bones, muscles, and organs related to conditions and injuries; and medical terminology including word roots, prefixes, suffixes, and other terms related to patient diagnosis. The systematic approach to the study of pharmacology and its relevance to patient care are also covered. The course also includes review for national certification examination.

Prerequisites: MC2015

### **MC2030 MEDICAL LAW & ETHICS AND COMMUNICATIONS IN MEDICAL ASSISTING – 5.5 SEMESTER CREDITS**

This course covers the legal aspects, morals, and ethics that direct today's medical professional; including a review of HIPPA confidentiality. Students are also introduced to interpersonal skills including the various types of communication, human motivational factors, conflict resolution, and the physical, psychological,

and emotional needs of the patient. Written, verbal, and non-verbal communication between patients and co-workers are also presented. The organization of material, logical thought, and effective presentation are stressed. Caring for difficult and special needs patients are covered along with developmental stages of life. A study of the role that hereditary, cultural, and environmental conditions play on human behavior is introduced.

Prerequisites: None

### **MC2040 ADVANCED LABORATORY PROCEDURES & MINOR MEDICAL OFFICE SURGERIES – 5.0 SEMESTER CREDITS**

This course includes the various techniques used in primary physical examinations, including patient preparation, and assisting the physician with patient examination and specimen collection. It is designed to introduce the student to a variety of clinical tasks including but not limited to assisting the physician with ear and eye lavage, visual acuity, pediatric growth charting, and pulmonary function testing. Students learn office laboratory protocols such as urinalysis and throat cultures. The course also includes procedures for assisting in minor office surgery, including patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments.

Prerequisites: MC2015 & MC2020

### **MC2125 ELECTRONIC MEDICAL RECORDS & FRONT OFFICE – 2.5 SEMESTER CREDITS**

This course provides an introduction to the front office skills typically required in a medical office setting, including an overview of electronic medical records (EMR) theory and application using MediSoft or similar computer programs. The course also introduces the skills necessary to perform health insurance verification, filing, patient scheduling, and record keeping. HIPAA regulations are covered. Telephone etiquette and professional communication techniques are practiced.

Prerequisites: None

### **MC3000 CLINICAL EXTERNSHIP – 4.0 SEMESTER CREDITS**

Students are assigned to a healthcare facility under supervision. Clinical externships consist of 180 hours and take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC1120, MC2010, MC 2015 & MC2020

### **MC3005 CLINICAL EXTERNSHIP – 4.0 SEMESTER CREDITS**

Students are assigned to a healthcare facility, under facility/staff supervision. Clinical externships consist of 180 hours and take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC2010, MC2015, NA1110 & PH1115

### **MC3050 CLINICAL EXTERNSHIP – 4.5 SEMESTER CREDITS**

Students are assigned to a healthcare facility under supervision. Clinical externships consist of 220 hours and take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC1120, MC2010, MC2015, MC2020, MC2030 & MC2040

### **ME1110 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING AND CIS – 4.5 SEMESTER CREDITS**

This course gives the student an introduction to the administrative aspects of medical office procedures, career opportunities available in a medical office, and the necessary background for further study of information systems. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, keyboarding, and office maintenance are emphasized. Students will gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information.

Prerequisites: None

### **ME1115 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING – 4.5 SEMESTER CREDITS**

This course gives the student an introduction to the profession of medical administrative assisting, its scope of practice, and career opportunities available for the medical administrative assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized. Interpersonal professional communication is also covered and provides the student with information and practice in professional communication skills.

Prerequisites: None

### **ME1150 MEDICAL TERMINOLOGY – 3.0 SEMESTER CREDITS**

This course is intended specifically for students who will be required to have a working knowledge of medical vocabulary as it is related to medical records and reports, laboratory findings, and general communication in healthcare settings.

Prerequisites: None

### **ME1155 PRINCIPLES OF MANAGEMENT AND INFORMATION SYSTEMS – 4.5 SEMESTER CREDITS**

This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management history, decision-making, communication, planning, organizing, staffing, directing, controlling and business ethics. Students will also gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information to manage the business.

Prerequisites: None

### **ME1415 MEDICAL LAW & ETHICS AND RECORDS MANAGEMENT – 4.5 SEMESTER CREDITS**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage.

Prerequisites: ME1115

### **ME1420 MEDICAL LAW & ETHICS AND RECORDS MANAGEMENT FOR BILLING SPECIALISTS – 4.5 SEMESTER CREDITS**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage.

Prerequisites: ME1110

#### **ME1600 ACCOUNTING AND MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS**

This course is designed to introduce the student to basic accounting procedures and instructs in the management of patient financial records, collection and billing procedures, single and double-entry billing procedures, accounting, payroll writing and withholding taxes, banking procedures, truth in lending laws and bankruptcy laws. It also provides students with practical application skills and knowledge in medical office administrative duties encompassing both manual and computerized methods.

Prerequisites: ME1115 & ME1155

#### **ME2220 MEDICAL TERMINOLOGY AND TRANSCRIPTION – 4.5 SEMESTER CREDITS**

This course is designed for students who are required to have knowledge of medical vocabulary as it relates to medical records and reports, laboratory findings, and general communication in healthcare settings. It also introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports.

Prerequisites: ME1115

#### **ME2400 PATHOPHYSIOLOGY, PHARMACOLOGY AND MEDICAL CODING I – 5.5 SEMESTER CREDITS**

This course provides a study of human diseases for the allied health student. It also introduces the study of drugs and drug therapy. The course covers the basic coding rules for ICD-9-CM, CPT and Level II (HCPCS) coding systems and applying the rules to code patient diagnosis, patient services, and completing insurance claim forms. Certification exam review is also covered in this course.

Prerequisites: ME2220 & SC2100

#### **ME2405 MEDICAL CODING FOR BILLING SPECIALISTS – 4.5 SEMESTER CREDITS**

This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third party reimbursement issues. Certification Exam Review and mock exams are also covered.

Prerequisites: ME2400

#### **ME2410 MEDICAL CODING II – 4.5 SEMESTER CREDITS**

This course continues with more advanced practical experience in insurance billing and coding. Students transpose proper information from the patient record to the insurance form, code diagnoses and

physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Certification Exam Review is also covered.

Prerequisites: ME2400

### **ME2515 PATHOPHYSIOLOGY & PHARMACOLOGY – 6.0 SEMESTER CREDITS**

This course provides a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases. The course also introduces the allied health student to the study of drugs and drug therapy.

Prerequisites: ME1150, SC1225

### **NA1110 NURSING ASSISTANT – 5.0 SEMESTER CREDITS**

This course provides training in providing care and assistance with tasks related to the activities of daily living under the general supervision of a registered nurse or a licensed practical nurse including, but not limited to, personal care, patient rights, maintaining mobility, nutrition and hydration, collecting specimens, the use of assistive devices, data gathering (blood pressure, height and weight, etc.), handling blood and body fluid, cleaning resident care areas, recognizing and reporting abnormal findings, signs, and symptoms, basic first aid, CPR skills, and emergency care.

Prerequisites: None

### **NA3000 CLINICAL EXTERNSHIP – 1.0 SEMESTER CREDITS**

Students are assigned to a healthcare facility under UMA faculty supervision and will complete 45 hours of clinical externship.

Prerequisites: NA1110

### **PH1110 PHLEBOTOMY – 6.5 SEMESTER CREDITS**

This course provides an introduction to Allied Health principles and covers the phlebotomist's role and responsibilities, laws, ethics and patient rights, laboratory standards, introduction to computers, patient/staff communication, aseptic concepts and infection control, HIV/Aids core training, CPR and first aid for healthcare providers, anatomy and physiology of the circulatory system, basic equipment operation, and clinical techniques. Laboratory sessions are focused on student's learning the effective techniques of blood draws through repetition.

Prerequisites: None

### **PH1115 ADVANCED PHLEBOTOMY – 4.0 SEMESTER CREDITS**

This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition. The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification and desired by many employers.

Prerequisites: MC2015

### **PH3000 CLINICAL EXTERNSHIP FOR PHLEBOTOMY – 1.5 SEMESTER CREDITS**

Students are assigned to a healthcare facility chosen by the school staff and are under facility/staff supervision. Students will complete 80 hours of clinical externship.

Prerequisites: PH1110

### **PS1000 PSYCHOLOGY – 3.0 SEMESTER CREDITS**

In this course students, will be exposed to basic concepts and case studies pertaining to the many facets of the broad field of human psychology.

Prerequisites: None

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

This course provides students with knowledge and skill in improving human relations in the workplace.

Prerequisites: None

### **PS2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS**

In this course students will cover topics in medical sociology as they pertain to current issues relating to health and illness, with an emphasis on the importance of race, gender, and social class in patient interactions.

Prerequisites: None

### **RN1100 FUNDAMENTALS OF NURSING I – 3.5 SEMESTER CREDITS**

This course provides the foundation for the nursing program. It introduces the student to the philosophy of nursing, nursing history and the standards of nursing practice. The nurse-client relationship, cultural diversity, nutrition, safety, communication, and therapeutic intervention are discussed as well as critical thinking, legal and ethical responsibilities, and infection control. The nursing process is introduced. In the skills laboratory, students focus on personal client care, physical comfort, safety and basic nursing procedures. Knowledge and skills are applied in a clinical setting during the clinical component of this course. This course includes 30 clinical hours.

Prerequisites: None

### **RN1110 FUNDAMENTALS OF NURSING II – 4.0 SEMESTER CREDITS**

This course is a continuation of RN 1100 and introduces the student to the health wellness continuum and evidence based practice. Discussion of the nursing process as an approach to nursing care continues with an emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Patient assessment is introduced and practiced in the nursing skills lab. Critical thinking as embodied in the nursing process is discussed and the concept of the nurse as provider of care, manager of care and member of the nursing profession is introduced and incorporated into the course content Normal functional health patterns are explored in the context of the physical, biological and social sciences and geriatric nursing is introduced. Theoretical knowledge and principles are applied in the skills laboratory and a geriatric clinical setting. This course includes 60 clinical hours.

Prerequisites: RN1100 Co-requisite: RN1120

### **RN1120 PHARMACOLOGY/DRUG ADMINISTRATION – 2.5 SEMESTER CREDITS**

This course introduces the student to basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Topics include major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.

Prerequisites: RN1100 Co-Requisite: RN1110

### **RN2100 ADULT HEALTH NURSING I – 8.0 SEMESTER CREDITS**

This is the first of three courses that focus on the care of adults with altered health states. The care of adult clients with uncomplicated medical-surgical alterations in health is discussed with an emphasis on the care of the geriatric client. Pathophysiologic mechanisms of disease are included as well as assessment and nursing management of the chronically ill and geriatric client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession is expanded and provides the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and geriatric clinical setting. This course includes 135 clinical hours.

Prerequisites: RN1100, RN1110, RN1120

### **RN2110 ADULT HEALTH NURSING II – 6.0 SEMESTER CREDITS**

This is the second of three adult-health nursing courses. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical settings. Students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. This course includes 120 clinical hours.

Prerequisites: RN1100, RN1110, RN1120, RN2100

### **RN3100 MATERNAL INFANT NURSING – 4.0 SEMESTER CREDITS**

This course focuses on the role of the professional nurse as a provider of care to the childbearing family. Client needs during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum of the client, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in childbearing setting. This course includes 45 clinical hours.

Prerequisites: RN1100, RN1110, RN1120, RN2100 Co-Requisite: RN3110

### **RN3110 PEDIATRIC NURSING – 4.0 SEMESTER CREDITS**

This course focuses on the role of the professional nurse as a provider of care to children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of



children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings. This course includes 45 clinical hours.

Prerequisites: RN1100, RN1110, RN1120, RN2100, SC2020 Co-Requisite: RN3100

### **RN3120 PSYCHIATRIC NURSING – 4.0 SEMESTER CREDITS**

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in the care of clients with acute and chronic alterations in mental health and psychiatric disorders. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Theoretical knowledge is applied during clinical experience at a variety of mental healthcare settings. This course includes 45 clinical hours.

Prerequisites: RN1100, RN1110, RN1120, RN2100

### **RN3200 ADULT HEALTH NURSING III – 3.0 SEMESTER CREDITS**

This is the third of three adult-health nursing courses that focus on the care of adults with altered health states. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. This course includes 135 clinical hours.

Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120 Co-Requisite: RN3210

### **RN3210 NURSING MANAGEMENT AND LEADERSHIP – 3.0 SEMESTER CREDITS**

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are emphasized.

Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120 Co-Requisite: RN3200

### **RX1010 PHARMACY TECHNICIAN FUNDAMENTALS & COMPUTER APPLICATIONS – 5.5 SEMESTER CREDITS**

The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. Students are introduced to medication laws, standards, and regulations affecting pharmacy technicians; the concept of quality assurance and its procedures; and it includes a study of CPR\* and first aid. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined. \*For online students: CPR Certification, if needed, must be obtained independent of this course.

Prerequisites: None

### **RX1020 PHARMACOLOGY AND STERILE PRODUCTS & HIV/AIDS – 5.0 SEMESTER CREDITS**

This course covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastic pharmacology including the study of HIV/AIDS.

Prerequisites: None

### **RX1030 ANATOMY & PHYSIOLOGY AND PATHOPHYSIOLOGY I – 6.0 SEMESTER CREDITS**

Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions and will make recommendations that promote individual health, regardless of age or gender.

Prerequisites: None

### **RX2010 PHARMACEUTICAL CALCULATIONS AND PATHOPHYSIOLOGY II – 6.0 SEMESTER CREDITS**

This course introduces students to the calculations performed by technicians in the pharmacy practice setting, and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures and treatment for specified diseases.

Prerequisites: RX1010, RX1020, & RX1030

### **RX2020 DRUG/DOSAGE INTERACTION AND PHARMACY LAW & ETHICS – 6.0 SEMESTER CREDITS**

This course covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on dosage forms and commonly used drug names. Students will also describe the use of these agents in the management of disease states and their effects on body systems. Provided in this course is a survey of federal and state laws governing pharmacy operations for students to develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings as governed by the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPPA) requirements.

Prerequisites: RX1010, RX 1020 & RX1030

### **RX2030 COMMUNITY & INSTITUTIONAL PHARMACY – 3.0 SEMESTER CREDITS**

This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations.

Prerequisites: None

### **RX2999 CERTIFICATION REVIEW – 2.0 SEMESTER CREDITS**

This course is designed to prepare Pharmacy Technician students to successfully complete the PTCB certification exam.

Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030

### **RX3400 PHARMACY TECHNICIAN EXTERNSHIP – 4.0 SEMESTER CREDITS**

In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab and serves 180 hours practicing the responsibilities and duties of a pharmacy technician. Students will prepare a written report of their practical learning experience.

Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, RX2030 & RX2999

### **SC1040 GENERAL BIOLOGY –3.0 SEMESTER CREDITS**

This course is an introductory biology course covering fundamentals of molecular structure such as atoms, molecules, and cells; energy and life; how life goes on – genetics; an introduction to evolution and diversity of life; and finally the living world as a whole – ecology.

Prerequisites: None

### **SC1050 ECOLOGY – 3.0 SEMESTER CREDITS**

In this course students will explore a variety of local, regional, and global environmental issues through a combination of math and critical thinking skills.

Prerequisites: None

### **SC1060 INTRODUCTION TO MICROBIOLOGY – 4.0 SEMESTER CREDITS**

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisites: None

### **SC1070 ANATOMY AND PHYSIOLOGY I – 4.0 SEMESTER CREDITS**

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and

sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisites: None

### **SC1075 ANATOMY AND PHYSIOLOGY II – 4.0 SEMESTER CREDITS**

This course is a continuation of the study of human anatomy and physiology begun in SC1070. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisites: SC1070

### **SC1225 – ESSENTIALS OF ANATOMY AND PHYSIOLOGY – 3.0 SEMESTER CREDITS**

This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis.

Prerequisites: None

### **SC2010 HUMAN NUTRITION – 3.0 SEMESTER CREDITS**

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

Prerequisites: None

### **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 patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisites: None

### **SC2100 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH PROFESSION – 3.5 SEMESTER CREDITS**

This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will apply this fundamental knowledge to explain common diseases, disorders, and conditions.

Prerequisites: None

### **SO1050 SOCIOLOGY – 3.0 SEMESTER CREDITS**

This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization.

Prerequisites: None

**SO2100 DIVERSITY IN THE WORKPLACE – 3.0 SEMESTER CREDITS**

In this course, students will be exposed to a variety of organizational perspectives, research, and theories on understanding the diversity that exists within and between social groups in the workplace.

Prerequisites: None



## CAMPUSES

### Clearwater

1255 Cleveland Street  
Clearwater, FL 33755  
Phone: (727) 298-8685  
Fax: (727) 499-0483

### Tampa

9309 N. Florida Avenue, Suite 100  
Tampa, FL 33612  
Phone: (813) 386-6350  
Fax: (813) 386-6389

### Online

3101 W. Dr. Martin Luther King Jr. Blvd.  
Tampa, FL 33607  
Phone: (888) 205-2456  
Fax: (888) 209-8848

