

ADDENDUM TO UMA CATALOG

VOLUME 5.4

Addendum Date: February 25, 2016

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



ADDENDUM
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**ADDITIONAL INFORMATION IS INDICATED BY AN UNDERSCORE.
REMOVAL OF INFORMATION IS INDICATED BY STRIKETHROUGHS.**

**Addendum for Cover Page
Effective December 31, 2015**

Page 7 (Revisions)

Ultimate Medical Academy School Catalog Volume 5.4

Effective: July 30, 2015 – ~~December 31, 2015~~ February 29, 2016

**Addendum for Catalog Layout
Effective August 19, 2015**

Page 7 (Revisions)

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

**Addendum for History/Ownership
Effective December 31, 2015**

Page 8 (Insertion)

The board of directors now governing UMA consists of: Richard Friedman (Chairman of the Board); Theodore Polin (Executive Director); Matthew Wootten, Christopher Hawk, MD, Steve Burghardt and Sheila McDevitt.

**Addendum for Mission, Purpose and Values
Effective February 15, 2016**

Page 8 (Insertion)

PURPOSE AND INSTITUTIONAL OBJECTIVES

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

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

**Addendum for School Licensure, Accreditation and Approvals
Effective November 13, 2015**

Page 10 (Replacement)

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

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

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

**Addendum for Admissions
Effective October 12, 2015**

Page 19 (Insertion)

STUDENTS SEEKING TO ENROLL INTO ADDITIONAL PROGRAMS

UMA graduates who wish to enroll into an additional UMA program will need to meet certain criteria prior to enrolling except when enrolling into a UMA associate degree program from the corresponding UMA diploma program. Students should contact an admissions representative for additional information.

**Addendum for Credit for Previous Education
Effective October 7, 2015**

Page 19 (Revision)

Students utilizing Veterans educational benefits are required to submit official transcripts from all previously attended institutions to the Office of the Registrar no later than sixty days from their start enrollment date.

**Addendum for Articulation Agreements
Effective November 13, 2015**

Page 20 (Deletion)

Rasmussen College

~~This agreement is designed to allow maximum transfer of credit and a seamless transition for UMA graduates earning a UMA associate degree to continue their studies at the baccalaureate level at Rasmussen College. Graduates from UMA will be granted admission to a baccalaureate degree program at Rasmussen College based on academic requirements as a result of having earned a UMA associate degree, and upon further satisfaction of all other conditions for admission as stated in the Rasmussen College catalog.~~

**Addendum for Additional Admissions Requirements for Specific Programs
Effective August 31, 2015**

Page 23 (Revision)

NURSING (ASSOCIATE OF SCIENCE DEGREE)

- Academic Testing:
 - A successful score of 18 or higher after a maximum of two attempts on a Wonderlic examination
 - Successful ~~overall~~ score of ~~57.7~~ 75% for each section on the ~~TEAS V~~ HESI A2 examination after a maximum of two attempts

**Addendum for Online Technical Requirements
Effective November 13, 2015**

Pages 25 - 27 (Replacement)

ONLINE TECHNICAL REQUIREMENTS

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

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

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

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

- Have Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
 - 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

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

Hardware:

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

Software:

- Microsoft Office 2010/2013 (Windows) or Microsoft Office 2011 (Macintosh)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer
- Adobe Shockwave Player (latest version) at get.adobe.com/shockwave
- QuickTime Player 'Mac computers only' (latest version) at apple.com/quicktime/download
- Java (latest version) at java.com

- Some courses (especially IT related) may require additional software (detailed in each course)

Internet Browser:

(Health Sciences – Healthcare Technology & Systems and Healthcare Technology & Systems programs require Internet Explorer 9 or 10, Mozilla Firefox (stable channel) or Google Chrome (stable channel))

Both Windows and Mac Computers:

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

Windows Based Computers:

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

Mac Based Computers:

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

Determine Which Browser and Version You Are Using:

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

Internet Service Provider:

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

**Addendum for State Specific Information for Online Students
Effective February 15, 2016**

Pages 27 & 29 (Insertions)

ARKANSAS RESIDENTS

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

- [Associate of Applied Science in Health and Human Services](#)
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Health Sciences
- Associate of Applied Science in Healthcare Management
- Associate of Applied Science in Medical Billing and Coding

Undergraduate technical programs:

- Healthcare Technology & Systems
- Medical Administrative Assistant
- Medical Billing and Coding
- Pharmacy Technician
- Medical Office and Billing Specialist

Wisconsin Residents

Ultimate Medical Academy has been approved to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes 38.50 and all administrative rules adopted pursuant to the statutes. The Education Approval Board (EAB) authorizes Ultimate Medical Academy (Online) to offer the following programs:

- Associate of Science in Health and Human Services
- Associate of Science in Health Information Technology
- Associate of Science in Health Sciences
- Associate of Science in Healthcare Management
- Associate of Science in Medical Billing and Coding
- Healthcare Technology & Systems
- Medical Administrative Assistant Diploma
- Medical Billing and Coding Diploma
- Medical Office and Billing Specialist Diploma
- Pharmacy Technician Diploma

**Addendum for State Specific Information for Online Students
Effective February 9, 2016**

Page 27 (Insertion)

Connecticut Residents

Ultimate Medical Academy is no longer enrolling for all programs in the state of Connecticut.

Page 29 (Revision)

States/Territories Where UMA is Authorized/Approved/Licensed/Registered/Current Exemption on File for Distance Education

STATES/TERRITORIES				
Alabama	Hawaii	Michigan	North Carolina	Utah
Alaska	Idaho	Minnesota	North Dakota	Vermont
Arizona	Illinois	Mississippi	Ohio	Virginia
Arkansas	Indiana	Missouri	Oklahoma*	Washington
California	Iowa	Montana	Oregon	West Virginia
Colorado	Kansas	Nebraska	Pennsylvania	Wisconsin
Connecticut**	Kentucky	Nevada	Rhode Island	Wyoming
Delaware	Louisiana	New Hampshire	South Carolina	
District of Columbia	Maine	New Jersey	South Dakota	
Florida	Maryland	New Mexico	Tennessee	
Georgia	Massachusetts*	New York	Texas	

*While UMA is authorized to offer distance education in the states of Massachusetts and Oklahoma, it is not currently enrolling.

**UMA is no longer enrolling in the state of Connecticut as of February 9, 2016.

**Addendum for State Specific Information for Online Students
Effective November 13, 2015**

Page 28 (Deletion)

Montana Residents

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

**Addendum for State Specific Information for Online Students
Effective October 16, 2015**

Page 28 (Deletion)

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 Health Sciences
 - Medical Administrative Assistant
 - Medical Office and Billing Specialist
- Associate of Science in Healthcare Management
- 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.

**Addendum for State Specific Information for Online Students
Effective December 11, 2015**

Page 29 (Revisions)

North Carolina Residents

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

Oklahoma Residents

~~Enrollment in UMA diploma programs is not available to students who reside in the state of Oklahoma. Ultimate Medical Academy is not currently enrolling for all programs in the state of Oklahoma.~~

States/Territories Where UMA is Authorized/Approved/Licensed/Registered/Current Exemption on File for Distance Education

STATES/TERRITORIES				
Alabama	Hawaii	Michigan	North Carolina	Utah
Alaska	Idaho	Minnesota	North Dakota	Vermont
Arizona	Illinois	Mississippi	Ohio	Virginia
Arkansas	Indiana	Missouri	Oklahoma*	Washington
California	Iowa	Montana	Oregon	West Virginia
Colorado	Kansas	Nebraska	Pennsylvania	Wisconsin
Connecticut	Kentucky	Nevada	Rhode Island	Wyoming
Delaware	Louisiana	New Hampshire	South Carolina	
District of Columbia	Maine	New Jersey	South Dakota	
Florida	Maryland	New Mexico	Tennessee	
Georgia	Massachusetts*	New York	Texas	

*While UMA is authorized to offer distance education in the states of Massachusetts and Oklahoma, it is not currently enrolling.

**Addendum for Pharmacy Technician State Requirements
Effective February 9, 2016**

Page 31 (Revision)

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

*Students residing in New Mexico are not eligible to enroll in the Associate of Science in Health Sciences – Pharmacy Technician program.

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, Georgia, Iowa, Nebraska	Students enrolling or reentering the Pharmacy Technician diploma program or directly enrolling in the Health Sciences degree program must register with the state prior to their externship.
Arizona, Illinois, Indiana, Mississippi, Missouri, New Jersey, Texas, Wyoming	Students in the diploma program must register with the state prior to their externship.
<u>Connecticut</u> , Florida, Idaho, Kansas, Kentucky, Maine, New Hampshire, North Carolina, Rhode Island, South Dakota, Tennessee, Vermont	Students must register with the state to be eligible to work as a pharmacy technician in the state.
Maine	Students must register with the state Board of Pharmacy as a pharmacy technician in the state prior to their externship. Employment at a site is required in order to complete registration with the state Board of Pharmacy.
New Mexico	Students in the diploma program must secure an externship site first then register with the state Board of Pharmacy as a pharmacy technician prior to beginning their externship.
Virginia	Students in the diploma and the Health Sciences - Pharmacy Technician degree program must register with the state prior to their externship. Students are required to become certified by the PTCB in order to be eligible to register with the state for both externship and employment as a pharmacy technician in the state.

State	Additional Pharmacy Technician Information for Graduates
Alabama, Alaska, Arizona, Arkansas, California, Florida, Georgia, Illinois, Indiana, Mississippi, Missouri, Nebraska, New Jersey, North Carolina, Texas, Virginia, Wyoming	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates registered with the state Board of Pharmacy are required to become certified by the PTCB within 2 years of initial registration.
California	Graduates are required to become certified by the PTCB in order to be eligible to register with the state for employment as a pharmacy technician in the state.
Idaho, Indiana, Iowa	Graduates registered with the state are required to become certified by the PTCB within 1 year of initial registration.
Illinois, Texas, Wyoming	Graduates registered with the state are required to become certified by the PTCB within 2 years of initial registration.
Ohio	Graduates are required to become certified by the PTCB to be eligible for employment as a pharmacy technician.
Mississippi	Graduates registered with the state are required to become certified by the PTCB prior to the first renewal of their registration. All registrations expire on March 31 of each year.
North Carolina	Employment at a site is required in order to complete registration with the state.
South Dakota	Graduates registering or renewing with the state Board of Pharmacy are required to have PTCB certification by July 1, 2014.
Virginia	Graduates are required to become certified by the PTCB in order to be eligible to register with the state for both externship and employment as a pharmacy technician in the state.

**Addendum for Health Information Technology Program All Enrollment States
Effective February 9, 2016**

Page 32 (Deletion)

HEALTH INFORMATION TECHNOLOGY PROGRAM ALL ENROLLMENT STATES

Health Information Technology All Enrollment States			
Alabama	Hawaii	Michigan	Texas
Alaska	Idaho	Missouri	Utah
Arizona	Illinois	Montana	Virgin Islands
Arkansas	Indiana	Nebraska	Virginia
California	Iowa	New Jersey	West Virginia
Colorado	Kansas	North Dakota	Wisconsin
Connecticut	Kentucky	Ohio	Wyoming
Delaware	Maine	South Carolina	
Florida	Minnesota	South Dakota	
Georgia	Mississippi	Tennessee	

**Addendum for Health Information Technology Program All Enrollment States
Effective December 11, 2015**

Page 32 (Deletions)

HEALTH INFORMATION TECHNOLOGY PROGRAM ALL ENROLLMENT STATES

Health Information Technology All Enrollment States			
Alabama	Idaho	Missouri	South Dakota
Alaska	Illinois	Montana	Tennessee
Arizona	Indiana	Nebraska	Texas
Arkansas	Iowa	New Hampshire	Utah
California	Kansas	New Jersey	Virgin Islands

Colorado	Kentucky	New Mexico	Virginia
Connecticut	Massachusetts	North Dakota	West Virginia
Delaware	Maine	Ohio	Wisconsin
Florida	Michigan	Oklahoma	Wyoming
Georgia	Minnesota	Rhode Island	
Hawaii	Mississippi	South Carolina	

**Addendum for Health Information Technology Program All Enrollment States
Effective October 16, 2015**

Page 32 (Insertion)

HEALTH INFORMATION TECHNOLOGY PROGRAM ALL ENROLLMENT STATES

Health Information Technology All Enrollment States			
<u>Alabama</u>	<u>Iowa</u>	<u>Mississippi</u>	<u>South Dakota</u>
<u>Alaska</u>	<u>Idaho</u>	<u>Montana</u>	<u>Tennessee</u>
<u>Arizona</u>	<u>Illinois</u>	<u>North Dakota</u>	<u>Texas</u>
<u>Arkansas</u>	<u>Indiana</u>	<u>Nebraska</u>	<u>Utah</u>
<u>California</u>	<u>Kansas</u>	<u>New Hampshire</u>	<u>Virginia</u>
<u>Colorado</u>	<u>Kentucky</u>	<u>New Jersey</u>	<u>Virgin Islands</u>
<u>Connecticut</u>	<u>Massachusetts</u>	<u>New Mexico</u>	<u>Wisconsin</u>
<u>Delaware</u>	<u>Maine</u>	<u>Ohio</u>	<u>West Virginia</u>
<u>Florida</u>	<u>Michigan</u>	<u>Oklahoma</u>	<u>Wyoming</u>
<u>Georgia</u>	<u>Minnesota</u>	<u>Rhode Island</u>	
<u>Hawaii</u>	<u>Missouri</u>	<u>South Carolina</u>	

**Addendum for Eligible State Aid Programs
Effective February 25, 2016**

Page 35 (Deletion)

~~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).~~

**Addendum for Institutional Aid
Effective February 23, 2016**

Page 35 (Insertion)

ACADEMIC SUCCESS GRANT (ASG)

UMA offers an Academic Success Grant to graduating students. To qualify for the grant, students must be directly enrolled in an Associate Degree program with a start date of March 14, 2016, and after. At time of disbursement, grant recipients must meet the following criteria when the ASG is awarded and disbursed: (a) be in an active school status at UMA; (b) be progressing academically to graduate from their degree program and (c) voluntarily request via the UMA credit authorization form that any credit balance as a result of the ASG be credited first toward any outstanding UMA balance and then in the following order; Unsubsidized Direct Loan; Subsidized Direct Loan; prior balances or loans in the prior academic year. In the event a credit balance resulting from the ASG exceeds the recipient's total packaged Federal student loans and institutional debt for the recipient's associate degree enrollment, the recipient will be eligible to receive the credit balance as a stipend.

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

**Addendum for Institutional Aid
Effective January 19, 2016**

Page 35 (Replacement of Associate of Science Grant)

ASSOCIATE GRANT

UMA offers an Associate Grant to all new, first-time enrolling students into an associate degree program with a start date of February 8, 2016, and after. This grant is not applicable to UMA diploma program graduates who are re-enrolling into a degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program.

Eligible students will receive a grant of \$1,500 for each of the two academic years within their educational program. The total grant will not exceed \$3,000 per student. The grant is disbursed per semester in equal installments of \$750 for a total of four disbursements. A disbursement is made once the student has successfully completed the first module of each semester.

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

**Addendum for Student Financial Assistance
Effective January 28, 2016**

Page 36 (Revision)

PHARMACY TECHNICIAN GRANT

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

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

**Addendum for Student Financial Assistance
Effective January 19, 2016**

Page 36 (Insertion)

LAPTOP PROGRAM

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

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

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

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

Addendum for Refund Policies
Effective February 12, 2016

Page 43 (Insertion)

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 policy for the programs listed below. For Health Sciences – Pharmacy Technician and Pharmacy Technician Diploma programs, please refer to the Pro Rata Refund Calculation for Non-Term Programs listed earlier in the Institutional Refund Policies section of this catalog.

Addendum for Refund Policies
Effective August 19, 2015

Page 43 (Insertion)

OREGON RESIDENTS' REFUND POLICIES

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

PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR OREGON RESIDENTS

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

Addendum for Withdrawal or Dismissal Procedure
Effective November 13, 2015

Page 46 (Deletion)

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 "WD" grade for any courses scheduled in which the student did not begin attendance.

Addendum for General Student Complaint Procedure/Grievance Policy
Effective August 19, 2015

Pages 50 – 51 (Insertion)

NEW MEXICO RESIDENTS

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

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

For any questions, please contact:

The Private Proprietary Schools Division Staff at private.schools@state.nm.us or call (505) 476-8442 or 476-8416.

Addendum for General Student Complaint Procedure/Grievance Policy
Effective January 4, 2016

Page 52 (Insertion)

UMA CYBERBULLYING POLICY

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

Bullying

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

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

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

Addendum for Student Services
Effective January 25, 2016

Page 55 (Revision)

MASTER LIBRARIAN | 877-295-5078 askthelibrarian@ultimatemedical.edu

The UMA Master Librarian facilitates as a gateway to the virtual library and connects students to various high quality resources. The UMA virtual Library provides a core collection to thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location. As a shared service for all campuses, UMA maintains a full-time Master Librarian who provides students, faculty, and staff with research assistance and instructions for navigating the library's digital collection. Hours are posted on ultimatemedical.edu/online-learning/library-resources. ~~Online~~ UMA students may access the UMA Virtual Library online. For questions, please contact the UMA Master Librarian at askthelibrarian@ultimatemedical.edu or 877-295-5078. ~~in their online classrooms. Ground students may access the UMA Virtual Library from a campus computer.~~

**Addendum for Student Services
Effective December 21, 2015**

Page 55 (Replacement)

MASTER LIBRARIAN | 877-295-5078 askthelibrarian@ultimatemedical.edu

The UMA Master Librarian facilitates as a gateway to the virtual library and connects students to various high quality resources. The UMA virtual Library provides a core collection to thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location. As a shared service for all campuses, UMA maintains a full-time Master Librarian who provides students, faculty, and staff with research assistance and instructions for navigating the library’s digital collection. Hours are posted on ultimatemedical.edu/online-learning/library-resources. Online students may access the UMA Virtual Library in their online classrooms. Ground students may access the UMA Virtual Library from a campus computer.

**Addendum for Satisfactory Academic Progress (SAP)
Effective December 1, 2015**

Page 57 (Replacement)

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 multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

In order for a student to meet SAP standards at the first evaluation point, he/she must earn a Cumulative Grade Point Average (CGPA) of 1.5 and demonstrate a minimum Pace of Progress (POP) of 62%. To meet SAP standards beyond the first evaluation point, a student must earn a CGPA of 2.0 and demonstrate a minimum Pace of Progress of 67% (normal rounding rules apply, 66.66% rounded to 67%). In addition to these SAP standards, students must demonstrate the ability to complete their program within the Maximum Time Frame (MTF – not to exceed 150% of the semester credits for their published program) allowed. Students enrolled in an Associate Degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester).

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

Satisfactory Academic Progress Benchmarks			
Number of Program Weeks Attempted	Minimum CGPA	Pace of Progress**	SAP Not Met Action
First 15, 18 or 20 Week Evaluation Point for term programs (dependent on program) First three modules (generally 15 or 18 weeks) for non-term programs	1.5	62%	<u>FA/AD Warning</u>
Second and Subsequent 15 or 18 Week Evaluation Points in term programs (dependent on program and except for associate degree students at the end of the second academic year and beyond*)	2	67% (Rounding applies 66.66% rounds to 67%)	<u>FA/AD Warning</u> if student was meeting SAP during the prior Evaluation Point, if not, see Failure to Meet Satisfactory Academic Progress – SAP Suspension.

Every third completed module for non-term programs			
Maximum Time Frame Not Met			
Maximum Time Frame Not Met	n/a	Greater than 150% of program; or determined that student will not complete within 150%	<u>Dismissal</u> (eligible to appeal)

* All students enrolled in associate of science programs are evaluated at the end of the second academic year and must maintain a 2.0 CGPA, or they will be suspended from receiving federal student aid until a 2.0 is regained at the next evaluation point.

**Calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted.

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

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

Letter Grade	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA*	Included in POP	Included in MTF
A	Outstanding	4	Yes	Yes	Yes	Yes	Yes
B	Above Average	3	Yes	Yes	Yes	Yes	Yes
C	Average	2	Yes	Yes	Yes	Yes	Yes
D	Below Average	1	Yes	Yes	Yes	Yes	Yes
F	Failure	0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Ground)	-	No	No	No	No	No
TC	Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
WD	Withdrawn from Course	-	No	No	No	No	No
◆	Associated Courses are calculated based on the original grade earned	-	Yes (if passed) No (if failed)	Based on original grade earned	Based on original grade earned	Based on original grade earned	Based on original grade earned
**	Retaken/Repeated Course	-	Yes (if passed) No (if failed)	Yes	No (Once the ** is assigned, that course is no longer included in the CGPA calculation.)	Yes	Yes

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

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

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

Failure to Meet Satisfactory Academic Progress – SAP Suspension

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

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

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

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

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

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

MAXIMUM TIME FRAME (MTF)

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

Maximum Time Frame

Diplomas	Credit Hours Required	Maximum Credit Hours Attempted
Basic X-Ray Technician with Medical Office Procedures	41.5 Credits	62.25 Credits
Dental Assistant with Expanded Functions	26.0 Credits	39.00 Credits
Healthcare Technology & Systems	37.0 Credits	55.50 Credits

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

SAP Appeal Procedures – Notifications

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

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

SAP Appeal Procedures

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

Acceptable circumstances for a SAP appeal are:

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

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

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in their Academic Plan including the timing for students to retake previously-failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and required to sign their Academic Plan within five calendar days of receipt. Students who violate the conditions of their academic plan are dismissed.

The appeal decision is final.

SAP Appeal Procedures – SAP Suspension

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

Students who fail to meet the terms of their Academic Plan or SAP are dismissed.

SAP Appeal Procedures – Academic Year Two CGPA Requirement

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

SAP Appeal Procedures – Dismissals

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

OTHER FACTORS THAT MAY AFFECT SAP

- In addition to the final letter grades issued by UMA, there are additional factors which also affect a student's SAP: incomplete grades, withdrawing from a course, non-punitive grades, withdrawal from a course or the school, associated courses and transfer credits, program transfers, and students seeking an additional credential.
- Withdrawing from a course, failing a course, retaking or repeating a course, may directly affect a student's SAP calculation that includes CGPA, Pace of Progress and Maximum Time Frame. Each qualitative and quantitative measure for these circumstances are outlined in the "Grade Identification and Related Impact on SAP Elements" chart and is defined in the Grading Systems section of the catalog in the Additional Grading Definitions and Impact on SAP section.
- Please also refer to the Retaken/Repeated Courses Section of the catalog for additional information regarding the impact on a student's Satisfactory Academic Program.
- When a student elects to change programs or earn an additional credential, all shared courses and their grades will be associated to the new program. Shared courses with the grades of A, B, C, D, or F count toward CGPA, credits attempted and credits earned (except F grades).

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

UMA students who complete their academic program requirements and do not have the required 2.0 CGPA to graduate from the program are allowed to repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds and will not be charged for tuition. Completer students, in an extended enrollment status, who exceed Maximum Time Frame will be dismissed. These students are eligible to appeal. Please refer to the “Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)” and “SAP Appeal Procedures” in the catalog. Completer students with approved appeals will return to UMA in an extended enrollment status, will not be charged for courses, and are not eligible to receive federal student aid funds.

**Addendum for Satisfactory Academic Progress (SAP)
Effective September 4, 2015**

Page 59 (Revision)

Letter Grade	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA*	Included in POP	Included in MTF
A	Outstanding	4	Yes	Yes	Yes	Yes	Yes
B	Above Average	3	Yes	Yes	Yes	Yes	Yes
C	Average	2	Yes	Yes	Yes	Yes	Yes
D	Below Average	1	Yes	Yes	Yes	Yes	Yes
F	Failure	0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Ground)	-	No	No	No	No	No
TC	Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
WD	Withdrawn from Course	-	No	No	No	No	No
◆	Associated Courses are calculated based on the original grade earned	-	Yes (if passed) No (if failed)	Based on original grade earned	Based on original grade earned	Based on original grade earned	Based on original grade earned
**	Retaken/Repeated Course	-	Yes (if passed) No (if failed)	Yes	Yes <u>No (Once the ** is assigned, that course is no longer included in the CGPA calculation.)</u>	Yes	Yes

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

**Addendum for Grading Systems
Effective August 31, 2015**

Page 64 (Revision)

WD = Withdrawn from Course: A grade of “WD”, ~~Withdrawn from course without penalty~~, indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact CGPA, Pace of Progress, or Maximum Time Frame calculations nor does it count towards credits attempted.

Addendum for Incompletes and Extensions
Effective January 25, 2016

Page 66 (Deletion)

~~INCOMPLETES AND EXTENSIONS~~

~~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 grade (ground)/extension (online) 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 for ground students which will be converted to a final grade at the end of the approved extension. For online students, the instructor may delay the posting of the final grade until the end of the approved extension. Students granted an extension have seven calendar days (ground)/two calendar days (online), excluding any scheduled breaks, from the last scheduled day of a course to complete all course requirements unless an additional extension is approved by the Director of Education (ground)/instructor (online). 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 grade in a course are permitted to attend regularly scheduled classes.~~

Addendum for Final Grades
Effective for Classes Starting on January 25, 2016, and After

Page 66 (Insertion)

FINAL GRADES

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

Online instructors post final grades within the UMA Learning Management System within three (3) calendar days of the last scheduled day of a course. Externship course final course grades are posted within 14 calendar days of the last date of attendance. UMA's Student Information System consumes online final grades within 24 hours of final grades being posted in UMA's Learning Management System.

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

STUDENT NOTIFICATION OF FINAL GRADES

UMA generates report cards with final grade(s) for all active students within seven (7) calendar days of the regular course end date. For externships students, report cards are generated within seven (7) calendar days of the posting of final externship grades. In the event that a final grade is changed, UMA generates an updated report card within seven (7) calendar days of the final grade(s) being updated.

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

FINAL GRADING PERIOD – Online Students

A two-day final grading period occurs immediately following the last scheduled day of a course. During the two-day final grading period, online students may submit outstanding assignments. Assignments submitted during the two-day final grading period may be graded at the instructor's discretion. Online instructors are required to submit all final grades within three (3) calendar days of the last scheduled day of a course.

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

INCOMPLETE GRADES – Ground Students

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

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

FINAL GRADE DISPUTES – All Students

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

Final grade disputes will only be considered or reviewed in the following instances:

1. Coursework submitted during the regular scheduled class but not graded
2. Coursework completed during the regular scheduled class or final grading period but the student was unable to submit as a result of premature course access closure (online only)
3. Errors with recording grades, e.g. transposition, miscalculation, or computational
4. Incorrect scoring by the instructor or as the result of a technical or electronic grading issue
5. Extenuating circumstances which prevented the student from submitting coursework
 - a. Natural disaster
 - b. Major life event outside of student’s control
 - i. Prolonged power outage due to weather
 - ii. Residing in state of emergency area
 - iii. Birth of a student’s child
 - iv. Emergency family medical care
 - c. Death of a family member
 - d. Hospitalization of the student or a member of the student’s immediate family

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

Addendum for Graduation Requirements Effective November 13, 2015

Page 67 (Insertion)

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

Addendum for Veterans’ Attendance Policy for Continued Eligibility Effective October 1, 2015

Page 68 (Revision)

ONLINE

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

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

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

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

Addendum for Programs Effective November 13, 2015

Pages 77 - 78 (Revision to certification exam for Basic X-Ray with Medical Office Procedures and Health Sciences – Basic X-Ray with Medical Office Procedures)

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

Page 85 (Revision)

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

Addendum for Programs Effective February 8, 2016

Page 96 (Revision to Previous Addendum for Programs with Effective date of 1/28/16)

HEALTH SCIENCES - MEDICAL ASSISTANT

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science

Location: Clearwater and Tampa (~~Enrollment not currently offered at Clearwater~~)

**Addendum for Programs
Effective February 10, 2016**

Page 105 (Revision to Previous Addendum for Programs with Effective date of 1/28/16)

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

Program Type: Associate of Science/Associate of Applied Science for Arkansas Residents

Location: Online (Enrollment not currently offered)

**Addendum for Programs
Effective January 28, 2016**

Pages 96 & 105 (Revision)

HEALTH SCIENCES - MEDICAL ASSISTANT

(UMA graduates of corresponding diploma program only)

Program Type: Associate of Science

Location: Clearwater and Tampa (Enrollment not currently offered at Clearwater)

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

Program Type: Associate of Science/Associate of Applied Science for Arkansas Residents

Location: Online (Enrollment not currently offered)

**Addendum for Course Descriptions
Effective January 28, 2016**

(Overrides Previous Course Description Addenda with Effective Dates of 11/13/15, 12/1/15 and 1/4/16)

Page 122, 125, 127, 133, 137, 138 (Revision to Course Number Symbols)

EN1150	EN-1150	HU2000	HU-2000	PS2100	PS.2100
EN1150*	EN1150	HU2000*	HU2000	PS2100***	PS2100
EN2150	EN-2150	MA1015	MA-1015	SC1040	SC-1040
EN2150*	EN2150	MA1015*	MA1015	SC1040*	SC1040
HT1000	HT_1000	PS1000	PS-1000	SC2020	SC-2020
HT1000*	HT1000	PS1000**	PS1000	SC2020**	SC2020

“-“ Denotes only applies to ground programs

“_” Denotes only applies to Health Information Technology program

“.” Denotes applies to ground programs and HS - Medical Administrative Assistant, HS - Medical Office and Billing Specialist and HS - Pharmacy Technician

**Addendum for Course Descriptions
Effective January 4, 2016**

Page 122 (Replacement of EN2150)

~~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~~

~~EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS—3.0 SEMESTER CREDITS~~**

~~This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation materials and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Prerequisites: None~~

Page 122 (Replacement of All Footnotes)

~~—*Applies to ground programs only~~

~~**Applies to online programs only~~

**Addendum for Course Descriptions
Effective December 1, 2015**

Page 122 (Insertions)

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

EN1150 ENGLISH COMPOSITION — 3.0 SEMESTER CREDITS**

This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly and concisely. Through hands-on activities students will develop their ability to write brief essays while ensuring spelling and grammar accuracy. Emphasis is also placed on introductory concepts related to the research process. Prerequisites: None

EN2150* INTERPERSONAL PROFESSIONAL COMMUNICATIONS — 3.0 SEMESTER CREDITS**

This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation materials and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Prerequisites: None

Page 122 (Replacement of All Footnotes)

~~—*Applies to ground programs only~~

~~**Applies to online programs only~~

~~***Applies to Health and Human Services and Health Sciences — Healthcare Technology & Systems programs only~~

Page 127 (Insertions)

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

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

This course offers students the opportunity to develop logical reasoning skills relative to problem solving and decision making. Students will engage in critical thinking activities while creating clear and concise persuasive arguments. Emphasis is placed on how to use deductive reasoning to gather information in order to draw a conclusion. Additional topics include how to organize and deliver one's personal message as well as communication strategies for discussing ethical issues. Prerequisites: None

MA1015* COLLEGE MATH — 3.0 SEMESTER CREDITS

This course delivers a broad overview of skills necessary for the application of post-secondary mathematics. Students review a range of mathematical principles in algebra, computation, geometry, and statistics. Students will solve algebraic equations, appropriately apply the order of operations, compute characteristics of geometric shapes, calculate statistical principles such as measures of central tendency and ratios, and will apply principles such as interest, commissions, discounts, and the metric system. Prerequisites: None

MA1015 COLLEGE MATH — 3.0 SEMESTER CREDITS**

This course delivers an introduction to basic college math. Students review a range of mathematical principles as they relate to algebra, computation, geometry, and statistics. Attention is given to solving algebraic equations, applying the order of operations, and calculating fundamental statistical principles. Additional topics include measures of central tendency, ratios, principles of interest, commissions, discounts, and the metric system. Prerequisites: None

Page 127 (Replacement of All Footnotes)

~~—*Applies to ground programs only~~

~~**Applies to online programs only~~

~~Page 133 (Insertion)~~

~~**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~~

~~**PS1000** PSYCHOLOGY — 3.0 SEMESTER CREDITS**~~

~~This course introduces basic principles and concepts of human psychology. Through examination of case studies and interactive activities, students explore influences on human behavior such as motivation, emotion, sexuality, and group membership. Additionally, students will have the opportunity to investigate cognitive strategies human beings use to learn and organize information. These include a focus on attention, perception, recall and visualization. Prerequisites: None~~

~~Page 133 (Replacement of All Footnotes)~~

~~—*Applies to ground programs only~~

~~**Applies to online programs only~~

~~***Applies only to Health Sciences — Healthcare Technology & Systems~~

~~Page 137 (Insertions)~~

~~**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~~

~~**SC1040** GENERAL BIOLOGY — 3.0 SEMESTER CREDITS**~~

~~This course is designed to provide students with the fundamentals of biological science. Through the use of interactive collaboration activities, students have the opportunity to demonstrate their knowledge of the scientific method as it applies to real-life examples. Additional topics in this course include organism classification, organic molecules, and the study of biological compounds. Prerequisites: None~~

~~Page 137 (Replacement of All Footnotes)~~

~~—*Applies to ground programs only~~

~~**Applies to online programs only~~

**Addendum for Course Descriptions
Effective February 29, 2016**

~~Page 125 (Replacement)~~

~~**HS2500 HEALTH AND HUMAN SERVICES CAPSTONE - 3.0 SEMESTER CREDITS**~~

~~In the Health and Human Services capstone course, students will synthesize, reflect upon and apply the major insights, skills and values gained throughout their Health and Human Services program of study. A substantive research project is developed in collaboration with the instructor for the purpose of providing students with a real-world context within which to integrate and apply their knowledge. Journaling and analysis of case studies allow students to demonstrate practical application of Health and Human Services theories and concepts. Prerequisites: HS1000, HS1200, HS1300, HS2100, HS2200, HS2305, SC2020, SO1100~~

**Addendum for Course Descriptions
Effective August 19, 2015**

~~Pages 127, 135 & 136 (Revisions)~~

~~**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~~

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. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management. Prerequisites: None

RX1030 ANATOMY & PHYSIOLOGY AND PATHOPHYSIOLOGY I – 6.0 SEMESTER CREDITS

Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions. ~~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 an in depth study of specific human diseases that emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for these specified diseases. ~~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. Students will develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings. ~~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 (HIPAA) requirements.~~ Prerequisites: RX1010, RX1020, RX1030, & RX2010

RX2030 COMMUNITY & INSTITUTIONAL PHARMACY – 3.0 SEMESTER CREDITS

This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations. Prerequisites: ~~None~~ RX1010, RX1020, RX1030, RX2010, & RX2020

RX2999 CERTIFICATION REVIEW – 2.0 SEMESTER CREDITS

This course is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam. ~~sit for the PTCB certification exam.~~ Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030

**Addendum for Course Descriptions
Effective November 13, 2015**

Page 133 (Revisions)

~~**Applies only to Health and Human Services Health Sciences — Healthcare Technology & Systems program~~

~~***Applies only to Health Sciences — Healthcare Technology & Systems Health and Human Services program~~

Page 138 (Revision)

~~**Applies only to Health and Human Services Health Sciences — Healthcare Technology & Systems program~~

Page 139 (Deletion)

SS2000 CAREER SUCCESS - 2.0 SEMESTER CREDITS

In this course, students will have an opportunity to revisit their personal and professional goals as they prepare for interviews and placement in the allied healthcare field. Through the exploration of job search skills, resume writing, interview preparation, group dynamics, and workplace behaviors, students will apply essential understandings to a career in the healthcare field. A variety of planning and preparation activities are integrated into the delivery of this course including the development of a professional portfolio. ~~Through this and other application based activities, the career success course ensures that students will succeed in their new role as an Allied Health professional.~~ Prerequisite: To be taken in the student's final semester of course work.