ADDENDUM TO

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.3

(Published July 1, 2018)

Addendum Date: March 15, 2019

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

ADDENDUM
TABLE OF CONTENTS
(*New addenda indicated in blue font*)

Page 8 (Revision to Board of Directors)
The board of directors governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Theodore Polin (Vice Chair), Richard Friedman, Matthew Wootten, Christopher Hawk, M.D., Steve Burghardt, Ph.D., and Sheila McDevitt.

Addendum for General Information
(Mission Purpose and Values)
Effective 10.25.18

Page 9 (Revisions to "WORK AS ONE"; Insertion of Diversity Statement)
WORK AS ONE
We believe that diverse, inclusive teams produce breakthrough results. We strive to build and maintain positive relationships with colleagues from all types of backgrounds by showing respect and humility when interacting with each other and resolving conflicts in a constructive manner. By working together, we win together, ensuring that the goals of the institution are the focal point of our efforts.

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

Addendum for General Information
(School Licensure, Accreditation and Approvals)
Effective 10.25.18

Page 10 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education)
COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM)

UMA's Health Information Technology program awards an associate degree and is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education
(CAHIIM). Contact information for CAHIIM is:

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

Addendum for General Information
(State/Territory Specific Information)
Effective 10.25.18

Page 12 (Revisions to Indiana)
Indiana
- Ultimate Medical Academy is authorized by the Indiana Commission for Higher Education/Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

Addendum for General Information
(Sexual Misconduct Response and Prevention Policy)
Effective 12.19.18

Page 17 (Replacement of Paragraph)
"**Associate Title IX Coordinator**" is a UMA employee appointed by the Title IX Coordinator who is responsible for receiving and conducting or overseeing the investigation into reports and complaints of Sexual Misconduct, and

any conduct proceedings or implications that grow out of alleged Sexual Misconduct. The Associate Title IX Coordinator for student issues is Julene Robinson, jrobinson@ultimatemedical.edu (813-605-8428). The Associate Title IX Coordinator for employee issues is Robyn Cooper, rocooper@ultimatemedical.edu (813-283-5142).

Addendum for General Information
(Sexual Misconduct Response and Prevention Policy)
Effective 12.14.18

Pages 16 - 23 (Insertion)
Disclosure of legal charges or convictions

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

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

Addendum for Admissions
(General Admissions Requirements)
Effective 2.25.19

Page 28 (Revisions)
GENERAL ADMISSIONS REQUIREMENTS
Prior to enrollment, prospective students must meet the following requirements:

- Provide acceptable, valid, and satisfactory proof of graduation from high school, as described in additional detail below.
- Satisfactorily (in UMA's sole discretion) complete a Level I background check by the eighth calendar day after the start except for students enrolled in the Health Sciences – Pharmacy Technician program. Please refer to the Additional Admissions Requirements for Specific Programs section in this catalog. (A satisfactory Level II background check is also required for students enrolling in the Health Sciences – Patient Care Technician, Patient Care Technician, and Nursing Assistant programs.) Students will be cancelled/withdrawn immediately if results are determined by UMA to be unsatisfactory.
  - This enrollment requirement may, at UMA's discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements for Specific Programs section below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance recognized by the state where the student resides.
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents and attend a financial aid appointment.

To satisfy the enrollment requirement regarding acceptable, valid, and satisfactory proof of graduation from high school, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or have been officially home-schooled. UMA does not accept special diplomas or non-standard state diplomas.
- Possess a General Education Development (GED) certificate

- Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student's DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.
- Students must successfully complete the Provisional Registration Period to officially register and be enrolled in their program.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. Prospective students must submit proof of having earned a high school diploma, GED, or equivalent within 30 days of the student's start date.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

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

Addendum for Admissions
(General Admissions Requirements)
Effective 12.14.18

Page 28 (Revisions)
GENERAL ADMISSIONS REQUIREMENTS
Prior to enrollment, prospective students must meet the following requirements:

- Provide acceptable, valid, and satisfactory proof of graduation from high school, as described in additional detail below.
- Satisfactorily (in UMA's sole discretion) complete a Level I background check by the eighth calendar day after the start except for students enrolled in the Health Sciences – Pharmacy Technician program. Please refer to the Additional Admissions Requirements for Specific Programs section in this catalog. (A satisfactory Level II background check is also required for students enrolling in the Health Sciences – Patient Care Technician, Patient Care Technician, and Nursing Assistant programs.) Students will be cancelled/withdrawn immediately if results are determined by UMA to be unsatisfactory.
  - This enrollment requirement may, at UMA's discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements for Specific Programs section below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance recognized by the state where the student resides.
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents and attend a financial aid appointment.

To satisfy the enrollment requirement regarding acceptable, valid, and satisfactory proof of graduation from high school, prospective students must meet one of the following requirements:

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

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. Prospective students must submit proof of having earned a high school diploma, GED, or equivalent within 30 days of the student's start date.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

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

Addendum for Admissions
(General Admissions Requirements)
Effective 10.25.18

Page 28 (Revisions)
GENERAL ADMISSIONS REQUIREMENTS
Prior to enrollment, prospective students must meet the following requirements:

- Provide acceptable, valid, and satisfactory proof of graduation from high school, as described in additional detail below.
- Satisfactorily (in UMA's sole discretion) complete a Level I background check by the Friday before the start date (for new online students), or by the eighth calendar day after the start (for other students). (A satisfactory Level II background check is also required for students enrolling in the Health Sciences – Patient Care Technician, Patient Care Technician, and Nursing Assistant programs.) Students will be cancelled/withdrawn immediately if results are determined by UMA to be unsatisfactory.
  - This enrollment requirement may, at UMA's discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements for Specific Programs section below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance recognized by the state where the student resides.
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents and attend a financial aid appointment.

To satisfy the enrollment requirement regarding acceptable, valid, and satisfactory proof of graduation from high school, prospective students must meet one of the following requirements:

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

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. Prospective students must submit proof of having earned a high school diploma, GED, or equivalent within 30 days of the student's start date.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

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

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Addendum for Admissions
(Provisional Registration Status)
Effective 12.14.18

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Page 28 (Revision)
PROVISIONAL REGISTRATION STATUS
All students starting a new UMA program will be registered on a provisional basis for the first course of their first term in the program. Provisionally registered students are not required to pay tuition and do not receive Federal Student Aid.

Those students in provisional status who, as determined by UMA, meet admissions criteria, attendance requirements, sustain sufficient contact with UMA, make sufficient academic progress, access resources required for academic success, and otherwise demonstrate an ability, willingness, and commitment to succeed at UMA and in program-related employment will be officially registered and enrolled after they complete the first course of their first term and accept their official registration. At this point, students will become responsible for tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the student's program.

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

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

Addendum for Admissions
(Additional Admissions Requirements for Specific Programs)
Effective 12.14.18

Page 33 - 35 (Revision to Health and Human Services & Health Information Technology Programs Only)
ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

- **State Residence:** Students must live and plan to work in an area in which, in UMA's sole discretion, there is a determined employment need in the field of Health and Human Services.
- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.

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

HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)

- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.
- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.
- **Practicum Requirement:** A 180-hour practicum is required in this program consisting of 45 hours at an on-site practicum location and 135 hours in a virtual practicum setting. Due to state/territory regulations, students who reside in certain states/territories complete the practicum component in a 180-hour virtual practicum setting. Please refer to the Health Information Technology Program Enrollment States/Territories Chart at the end of the Admissions section of this catalog.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

Addendum for Admissions
(Additional Admissions Requirements for Specific Programs)
Effective 10.25.18

Page 33 - 35 (Revisions)
ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)

HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE DEGREE) – For graduates of corresponding diploma program only

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

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

- **State Residence:** Students must live and plan to work in an area in which, in UMA's sole discretion, there is a determined employment need in the field of Health and Human Services.

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

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

HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)

- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the fifth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.
- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.
- **Practicum Requirement:** A 180-hour practicum is required in this program consisting of 45 hours at an on-site practicum location and 135 hours in a virtual practicum setting. Due to state/territory regulations, students who reside in certain states/territories complete the practicum component in a 180-hour virtual practicum setting. Please refer to the Health Information Technology Program Enrollment States/Territories Chart at the end of the Admissions section of this catalog.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

MEDICAL ASSISTANT (DIPLOMA)
HEALTH SCIENCES – MEDICAL ASSISTANT (ASSOCIATE DEGREE*) – For graduates of corresponding diploma program only

Externship Requirement: A 220-hour externship is required in this program.

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

NURSING ASSISTANT (DIPLOMA)

- **Background Check:** A satisfactory Level I and Level II background check are required. Students who do not pass the background check may be dismissed from the program.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students must pass drug screen or face dismissal from program.
- **Externship Requirement:** A 45-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

PATIENT CARE TECHNICIAN (DIPLOMA)
HEALTH SCIENCES – PATIENT CARE TECHNICIAN (ASSOCIATE DEGREE) – For graduates of corresponding diploma program only

- **Background Check:** A satisfactory Level I and Level II background check are required at the time of enrollment and toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students must pass drug screen or face dismissal from the program.
- **Externship Requirement:** A 180-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Health Sciences - Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which UMA is currently enrolling students.
- **Background Check:** A satisfactory Level I background check is required. Students must have satisfactory results prior to beginning this program. Students are required to complete another satisfactory Level I background check toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Math Skills Assessment:** Each prospective student must take and pass a math skills assessment (one attempt only) with a successful score of 72% or higher. Students will not be scheduled for any Health Sciences - Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off. Students who have passed RX2010 or MA1015 or students who have transfer credit accepted by UMA for MA1015 or RX2010 are considered to have met the minimum requirement and are not required to take the math skills assessment.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening prior to beginning the externship portion of the program, or they will be dismissed. Students may reenter at a later date once a drug screening has been passed and only in those states that are approved for reentry.
- **Externship Requirement:** A 180-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

PHLEBOTOMY TECHNICIAN (DIPLOMA)

Externship Requirement: An 80-hour externship is required in this program.

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student's background.

Addendum for Admissions
(Online Orientation and Technical Requirements)
Effective 9.24.18

Pages 36 - 37 (Replacement of "Hardware" and "Software" Sections Only)
ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS
To ensure students' on-line learning experience is satisfying, Ultimate Medical Academy (UMA) requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
  - Recommended 2.0 GHz frequency or above CPU
  - Mac computer (Intel Processor) with a 1.83 GHz frequency Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space

- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 2 GB Memory (RAM) or above
- 1200 X 800 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)
  *Chromebooks and mobile devices such as Tablets and Smart Phones are **NOT** fully compatible with all features within the online courseroom.

Software:
- Microsoft Office 2013 (Windows) or Microsoft Office 2011 (Macintosh) (most recent versions are recommended)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer*
  *Most current browsers no longer support Flash Player
- Java Plugin** may be needed for some content at java.com/en/download/
  **Certain browsers no longer support Java Plugins
- Some courses (especially computer and technology courses) may require additional software (detailed in each course)

Addendum for Student Financial Assistance
(Institutional Aid)
Effective 12.17.18

Pages 46 – 49 (Insertion)
Perseverance Grant
UMA offers a Perseverance Grant to students who have previously attended Virginia College, Brightwood College, or Brightwood Career Institute at the time of the institution's closure in December 2018.

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

To qualify, a student must:

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

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

Addendum for Student Financial Assistance
(Laptop Program – Online Students Only)
Effective 1.28.19

Page 49 (Replacement)
LAPTOP PROGRAM (ONLINE STUDENTS ONLY)
UMA offers the laptop program to all new, first-time enrolling online students into an associate degree or diploma program. The laptop program is not applicable to UMA diploma program graduates who are reenrolling into an associate degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program and has already received a laptop.

Effective as of 2/4/19 starts, students must be active at the time the laptop is shipping. Laptops should typically arrive at the student's home between weeks 4 and 5 of the student's program start date. Online students enrolling in the associate degree and diploma programs may be eligible to purchase and/or finance a laptop as part of their financial aid (for those who qualify).

Upon receipt of a laptop, UMA expects the student to ensure the unit is fully functional. In the event a student receives a defective laptop, UMA and/or its laptop servicing partner will make all attempts necessary to resolve any mechanical issues. If UMA or its partner are unable to resolve the issue and it is determined that a replacement laptop is warranted, the student is responsible for returning the defective unit. If the defective unit is not returned to UMA's laptop distributor within 30 days of notification, the student will incur a charge for the original cost of the defective laptop. Students who are eligible for the laptop program or are financing a laptop as part of their financial aid, are responsible for ensuring receipt of the unit. Students will receive an email from UMA upon shipment with the applicable shipping and tracking information. If the unit is not received by the student, UMA must receive notification within 30 days of the shipment date. Students must contact Learner Services by phone or Fulfillment by email (fulfillment@ultimatemedical.edu) to report a missing shipment. Failure to notify UMA within the 30-day period will result in the student assuming full responsibility for the lost unit. Any replacement requested after 30 days will be at the student's expense.

Addendum for Cancellation and Refund Policies
(Withdrawal or Dismissal Procedure)
Effective 12.14.18

Pages 52 (Replacement)
WITHDRAWAL OR DISMISSAL PROCEDURE
OFFICIAL WITHDRAWAL
Sometimes conditions or circumstances beyond the control of students and UMA require that students withdraw from UMA. Students who request or give notification of their intent to withdraw are considered an official withdrawal on the date the student provides the notification. Students who determine the need to withdraw from school after the cancellation period and prior to the completion of their program must follow the steps below for an official withdrawal.

Clearwater Students: Contact the Campus Director or designee either in person, by telephone (727-298-8685), by mail or email officialWD@ultimatemedical.edu to notify UMA of your intent to withdraw from your program.

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

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

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

INTENT TO CANCEL WITHDRAWAL

Any student who requests to withdraw from UMA and subsequently chooses to cancel his/her withdrawal request must do so in writing within 3 business days (excluding scheduled breaks of 5 calendar days or more) from the date the official notification was provided by the student to the Registrar's Office (online students) or the Campus Director or designee (Clearwater students).

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

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

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

UNOFFICIAL WITHDRAWAL

UMA will withdraw any student who:

1. Violates the published attendance policy or
2. Fails to return from a leave of absence

UMA will dismiss or expel any student who:

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

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

Students who are withdrawn from their program of study are subject to the results of the Return of Title IV refunds calculation and the institutional refund calculation. As the result of the withdrawal, the student is responsible for paying any balance owed to UMA and the Federal Student Aid Loan Programs.

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

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Addendum for Cancellation and Refund Policies
(Cancellation Policy)
Effective 2.25.19

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Page 52 (Replacement)

CANCELLATION POLICY

An applicant may cancel his/her enrollment within 72 hours of signing the enrollment agreement without incurring any financial penalty. Additionally, students who do not begin attendance within the first seven calendar days of a program, or who cancel or are cancelled by UMA during their first course, have their enrollment canceled without incurring any tuition charges. See the Provisional Registration Status section in this catalog for more details. Students should contact the Registrar (umaregistrar@ultimatemedical.edu) to cancel within the timeframe listed above. Students can direct other questions about their enrollment to their admission representative, new student advisor, or learner services advisor.

Addendum for Student Information
(Family Educational Rights and Privacy Act - FERPA)
Effective 1.28.19

Pages 64 - 65 (Revision to Directory Information)

- **Directory Information:** UMA may also disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has expressly opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Registrar's office at umaregistrar@ultimatemedical.edu. UMA has designated the following information as Directory Information:

    - Student's name
    - Address
    - Telephone listing
    - Photograph
    - Program of study
    - Dates of attendance
    - Grade level
    - Participation in officially recognized activities
    - Degrees, honors and awards received
    - Student ID number

Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective 12.19.18

Pages 75 - 77 (Replace Steps 3 & 4)

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps one and two, or if steps one and two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Executive Vice President or designee (Clearwater) or Vice Provost of Programs and Academic Affairs or designee (Online). The Vice Provost of Programs and Academic Affairs will make a determination within two business days.

STEP 4

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

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

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

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

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

Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective 9.24.18

Pages 75 - 77 (Insertion)
NEBRASKA RESIDENTS
Complaints from Nebraska residents should be directed to the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at:

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

Addendum for Student Records
(Textbooks)
Effective 9.24.18

Pages 79 - 80 (Replacement)
TEXTBOOKS AND SUBSCRIPTION TO DIGITAL CONTENT
The UMA website includes a listing of required textbooks by course which may be found at:

Clearwater: ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf
Online: ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf

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

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

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

Addendum for Academic Standards
(Satisfactory Academic Progress)
Effective 2.25.19

Pages 82 - 88 (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 (semester). SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

For a student to meet SAP standards at the first evaluation point of the enrollment, he/she must earn a Cumulative Grade Point Average (CGPA) of 1.5 and demonstrate a minimum Pace of Progress (POP) of 62%.   To meet SAP

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

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

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

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

**Calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted in the current program including internal transfer credits.

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

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

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

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

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

A Financial Aid/Academic Warning is a school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or POP SAP 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. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. The FA/AD Warning status is not applicable to degree program students failing to meet a 2.0 CGPA following the end of the second academic year. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

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

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days (excluding scheduled breaks of 5 calendar days or more) from the date of notification for 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

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

remain in school. Students who do not appeal will be dismissed from UMA. Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and will agree to an academic plan. Students in the FA/AD Probation status are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period (semester) or the duration of the Academic Plan (which cannot exceed two semesters - 30 weeks online and 30 or 36 weeks for Clearwater depending on the program). Students on an academic plan will be evaluated each semester for GPA and after each grading period for POP.   Progress of students, who are identified as needing additional time for the length of their appeal, will be evaluated at the end of each grading period. Students with a two-semester academic plan must be making progress toward the plan at the first scheduled SAP evaluation point included in the plan. If the student is not meeting the SAP plan, the student will be dismissed. At the end of the additional evaluation period, UMA will recalculate the student's SAP to determine continued Federal Student Aid eligibility, if qualified. If the student meets the SAP requirements at the end of the FA/AD Probation period, the student is removed from FA/AD Probation status. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

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

Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)
When UMA determines that students cannot complete their program within Maximum Time Frame (MTF), the students will be dismissed.   Students who are active and completers (See definition of completer under the Graduation Requirements section.) who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who will violate MTF prior to obtaining the required CGPA for graduation will also 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 not be 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, if qualified until the student's CGPA is 2.0 or above at an evaluation point. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date 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 can attempt to successfully complete a program is defined as 150% of the required semester credit hours for the program. Transfer credits are treated as attempted and completed in the calculation.

MAXIMUM TIME FRAME		
DIPLOMA PROGRAMS	**CREDIT HOURS REQUIRED**	**MAXIMUM CREDIT HOURS ATTEMPTED**
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Medical Administrative Assistant (Effective April 17, 2017, for New Starts)	38.00 Credits	57.00 Credits
Medical Administrative Assistant	36.00 Credits	54.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Nursing Assistant	6.00 Credits	9.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits

ASSOCIATE DEGREE PROGRAMS	CREDIT HOURS REQUIRED	MAXIMUM CREDIT HOURS ATTEMPTED
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Technology	63.50 Credits	95.25 Credits
Health Information Technology (Arkansas) (No Longer Enrolling Students)	66.50 Credits	99.75 Credits
Health Sciences - Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Health Sciences - Healthcare Technology & Systems	61.00 Credits	91.50 Credits
Health Sciences - Medical Administrative Assistant (Effective April 17, 2017, for New Starts)	62.00 Credits	93.00 Credits
Health Sciences - Medical Administrative Assistant	60.00 Credits	90.00 Credits
Health Sciences - Medical Assistant	60.50 Credits	90.75 Credits
Health Sciences - Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Health Sciences - Patient Care Technician	61.50 Credits	92.25 Credits
Health Sciences - Pharmacy Technician	61.50 Credits	92.25 Credits
Healthcare Management	66.00 Credits	99.00 Credits
Healthcare Management (Arkansas) (No Longer Enrolling Students)	69.00 Credits	103.50 Credits
Medical Billing and Coding	63.00 Credits	94.50 Credits

SAP Appeal Procedures – Notifications

No later than ten calendar days from the end of the evaluation point, UMA performs SAP calculations and notifies students in writing who did not meet SAP standards. 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
- FA Suspension
- Suspension AY 2
- Dismissal from a program for failure to meet SAP requirements
- Approval or denial of SAP appeal
- Return to SAP Met status

SAP Appeal Procedures

All SAP appeals must be documented. Students must complete the SAP appeal form five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of notification. Students in an LOA school status at the time of a SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of notification, 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

Appeal Approval is determined based on a combination of multiple variables. Each appeal is unique and assessed individually during the approval process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The quality and completeness of the appeal
2. The validity and resolution of the appeal reason. Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP and extent which these circumstances have been resolved.
3. The student's current course performance (i.e., current course grade(s)) which reflects the degree to which the circumstances that contributed to not meeting satisfactory academic progress have been resolved.
4. The students CGPA and POP. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., retention and graduation).

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 Program Director (online) or Campus Director/Program Director (Clearwater) regarding whether to grant a SAP appeal and allow the student to remain enrolled at UMA. A student whose SAP appeal is denied is informed within five calendar days of the appeal decision, SAP status and their dismissal from UMA. The reason for appeal denial is documented in the student's academic record within two business days.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously-failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and required to sign their Academic Plan three calendar days (excluding scheduled breaks of 5 calendar days or more) after receipt or will be dismissed. Students who violate the conditions of their Academic Plan are dismissed.

The appeal decision is final.

SAP Appeal Procedures – SAP Suspension
Five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of being notified of placement on SAP Suspension or the appeal is denied, the student is dismissed.

SAP Appeal Procedures – Academic Year Two CGPA Requirement
Five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of notification to the student regarding failure to maintain a CGPA of 2.0, the student may submit a written appeal and supporting documents to the Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal five calendar days (excluding scheduled breaks of 5 calendar days or more) after the date of notification, the student is dismissed. If the appeal is approved, the student's school status is changed to Suspension AY 2, and the student is ineligible for Federal Student Aid, if qualified, until a CGPA of 2.0 is met at the next evaluation point.

SAP Appeal Procedures – Dismissals
Students interested in enrolling in a new program after dismissal 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 Sr. Learner Services Advisor (Clearwater) 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, or retaking or repeating a course may directly affect a student's SAP calculation that includes CGPA, POP and MTF. Each qualitative and quantitative measure for these

circumstances is outlined in the "Grade Identification and Related Impact on SAP Elements" chart and is defined in the Grading Systems section of 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 Progress.
- 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 can repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds, if qualified, and will not be charged for tuition.
- Completer students (See definition of completer under the Graduation Requirements section.), in an Extended Enrollment status, who exceed Maximum Time Frame will be dismissed. These students are eligible to appeal. Please refer to "Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)" and "SAP Appeal Procedures" in this section. 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 Academic Standards
(Satisfactory Academic Progress)
Effective 12.14.18

Pages 82 - 88 (Revisions)
SATISFACTORY ACADEMIC PROGRESS (SAP)
Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. Schools are required to measure SAP at the end of each evaluation point (semester). SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

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

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

Satisfactory Academic Progress Benchmarks			
Number of Program Weeks Attempted	**Minimum CGPA***	**Pace of Progress (POP)****	**SAP Not Met Action**

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

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

**Calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted in the current program including internal transfer credits.

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

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

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

Letter Grade	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Included in POP	Included in MTF
A	Outstanding	4	Yes	Yes	Yes	Yes	Yes
B	Above Average	3	Yes	Yes	Yes	Yes	Yes
C	Average	2	Yes	Yes	Yes	Yes	Yes
D	Below Average	1	Yes	Yes	Yes	Yes	Yes
F	Failure	0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Clearwater)	-	No	No	No	No	No
TC	Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
WD	Withdrawn from Course	-	No	No	No	No	No
WW	Withdrawn from Course without Penalty	-	No	No	No	No	No

♦	Associated Courses are calculated based on the original grade earned	-	Yes (if passed) No (if failed)	Based on original grade earned	Based on original grade earned	Based on original grade earned	Based on original grade earned
**	Retaken/Repeated Course[2]	-	Yes (if passed) No (if failed)	Yes	No (Once the ** is assigned, that course is no longer included in the CGPA calculation	Yes	Yes

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

A Financial Aid/Academic Warning is a school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or POP SAP 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. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. The FA/AD Warning status is not applicable to degree program students failing to meet a 2.0 CGPA following the end of the second academic year. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

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

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days (excluding scheduled breaks of 5 calendar days or more) 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 will be dismissed from UMA. Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and will agree to an academic plan. Students in the FA/AD Probation status are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period (semester) or the duration of the Academic Plan (which cannot exceed two semesters - 30 weeks online and 30 or 36 weeks for Clearwater depending on the program). Students on an academic plan will be evaluated each semester for GPA and after each grading period for POP. Progress of students, who are identified as needing additional time for the length of their appeal, will be evaluated at the end of each grading period. Students with a two-semester academic plan must be making progress toward the plan at the first scheduled SAP evaluation point included in the plan. If the student is not meeting the SAP plan, the student will be dismissed. At the end of the additional evaluation period, UMA will recalculate the student's SAP to determine continued Federal Student Aid eligibility, if qualified. If the student meets the SAP requirements at the end of the FA/AD Probation period, the student is removed from FA/AD Probation status. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

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

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

When UMA determines that students cannot complete their program within Maximum Time Frame (MTF), the students will be dismissed. Students who are active and completers (See definition of completer under the Graduation Requirements section.) who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who will violate MTF prior to obtaining the required CGPA for graduation will also be

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

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 not be 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, if qualified 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 (excluding scheduled breaks of 5 calendar days or more) 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 can attempt to successfully complete a program is defined as 150% of the required semester credit hours for the program. Transfer credits are treated as attempted and completed in the calculation.

MAXIMUM TIME FRAME		
DIPLOMA PROGRAMS	**CREDIT HOURS REQUIRED**	**MAXIMUM CREDIT HOURS ATTEMPTED**
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Medical Administrative Assistant (Effective April 17, 2017, for New Starts)	38.00 Credits	57.00 Credits
Medical Administrative Assistant	36.00 Credits	54.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Nursing Assistant	6.00 Credits	9.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits
ASSOCIATE DEGREE PROGRAMS	**CREDIT HOURS REQUIRED**	**MAXIMUM CREDIT HOURS ATTEMPTED**
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Technology	63.50 Credits	95.25 Credits
Health Information Technology (Arkansas) (No Longer Enrolling Students)	66.50 Credits	99.75 Credits
Health Sciences - Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Health Sciences - Healthcare Technology & Systems	61.00 Credits	91.50 Credits
Health Sciences - Medical Administrative Assistant (Effective April 17, 2017, for New Starts)	62.00 Credits	93.00 Credits
Health Sciences - Medical Administrative Assistant	60.00 Credits	90.00 Credits
Health Sciences - Medical Assistant	60.50 Credits	90.75 Credits
Health Sciences - Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Health Sciences - Patient Care Technician	61.50 Credits	92.25 Credits
Health Sciences - Pharmacy Technician	61.50 Credits	92.25 Credits
Healthcare Management	66.00 Credits	99.00 Credits
Healthcare Management (Arkansas) (No Longer Enrolling Students)	69.00 Credits	103.50 Credits

Medical Billing and Coding	63.00 Credits	94.50 Credits

SAP Appeal Procedures – Notifications

No later than ten calendar days from the end of the evaluation point, UMA performs SAP calculations and notifies students in writing who did not meet SAP standards. 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
- 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 (excluding scheduled breaks of 5 calendar days or more) of notification. Students in an LOA school status at the time of a SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal within five calendar days (excluding scheduled breaks of 5 calendar days or more), 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:

4. The death of a relative of the student
5. The personal injury or illness of the student
6. Special circumstances as determined by Ultimate Medical Academy

Appeal Approval is determined based on a combination of multiple variables. Each appeal is unique and assessed individually during the approval process. Variables evaluated to inform appeal decisions include but are not limited to:

5. The quality and completeness of the appeal
6. The validity and resolution of the appeal reason. Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP and extent which these circumstances have been resolved.
7. The student's current course performance (i.e., current course grade(s)) which reflects the degree to which the circumstances that contributed to not meeting satisfactory academic progress have been resolved.
8. The students CGPA and POP. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., retention and graduation).

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 Program Director (online) or Campus Director/Program Director (Clearwater) regarding whether to grant a SAP appeal and allow the student to remain enrolled at UMA. A student whose SAP appeal is denied is informed within five calendar days of the appeal decision, SAP status and their dismissal from UMA.   The reason for appeal denial is documented in the student's academic record within two business days.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously-failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and required to sign their Academic Plan within three calendar days (excluding scheduled breaks of 5 calendar days or more) of receipt or will be dismissed. 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 (excluding scheduled breaks of 5 calendar days or more) 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 Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within five calendar days (excluding scheduled breaks of 5 calendar days or more) of being notified of placement on SAP Suspension or the appeal is denied, the student is dismissed.

SAP Appeal Procedures – Academic Year Two CGPA Requirement

Within five calendar days (excluding scheduled breaks of 5 calendar days or more) 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 Campus Director/Program Director (Clearwater) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within five calendar days (excluding scheduled breaks of 5 calendar days or more) of notification, the student is dismissed. If the appeal is approved, the student's school status is changed to Suspension AY 2, and the student is ineligible for Federal Student Aid, if qualified, until a CGPA of 2.0 is met at the next evaluation point.

SAP Appeal Procedures – Dismissals

Students interested in enrolling in a new program after dismissal 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 Sr. Learner Services Advisor (Clearwater) 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, or retaking or repeating a course may directly affect a student's SAP calculation that includes CGPA, POP and MTF. Each qualitative and quantitative measure for these circumstances is outlined in the "Grade Identification and Related Impact on SAP Elements" chart and is defined in the Grading Systems section of 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 Progress.
- 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 can repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds, if qualified, and will not be charged for tuition.
- Completer students (See definition of completer under the Graduation Requirements section.), in an Extended Enrollment status, who exceed Maximum Time Frame will be dismissed. These students are eligible to appeal. Please refer to "Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)" and "SAP Appeal Procedures" in this section. 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.

Pages 91 - 93 (Revisions)
FINAL GRADES
All assignments, assessments and discussion board postings (collectively "Assignments") should be submitted for grading by the last scheduled day of a course. UMA instructors grade submitted Assignments and apply the points earned from the graded Assignments to calculate the final course grade for each student.

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

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

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

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

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

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

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

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

FINAL GRADE DISPUTES – During the Provisional Registration Period
Students who wish to dispute a final grade in a course must contact the Campus Director or designee (Clearwater) or raise a Final Grade Dispute Flag in Starfish (active online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school online students only) within 8 calendar days (excluding scheduled breaks of 5 calendar days or more) of their first course end date explaining the reason for the final grade dispute.

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

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

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

The final grade dispute decision is final.

FINAL GRADE DISPUTES – Officially Registered Students
Students who wish to dispute a final grade in a course must contact the Campus Director or designee (Clearwater) or raise a Final Grade Dispute Flag in Starfish (active online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school online students only) within 10 calendar days (excluding scheduled breaks of 5 calendar days or more) of the regular course end date explaining the reason for the final grade dispute.

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

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

The Campus Director or designee (Clearwater)/Vice Provost of Programs and Academic Affairs or designee (online) reviews final grade disputes which meet the criteria outlined above. If the final grade dispute allows for the submission of additional coursework, the student must submit the coursework within two (2) calendar days (excluding scheduled breaks of 5 calendar days or more) of approval notification (online)/two (2) business days (excluding scheduled breaks of 5 calendar days or more) of approval notification (Clearwater). Instructors and staff document any changes to final grades. UMA notifies students of the results of the final grade dispute within 10 business days (excluding scheduled breaks of 5 calendar days or more) from when the final grade dispute was raised. If an out-of-school student becomes eligible for enrollment after a successful grade dispute, the student must apply for reentry into the program.
The final grade dispute decision is final.

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Addendum for Academic Standards
(Veterans' Attendance Policy for Continued Eligibility)
Effective 9.24.18

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Pages 94 - 95 (Replacement)
VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY
CLEARWATER
Regular attendance is expected for students to develop the skills and attitudes required in the workplace. Due to much of the education at UMA's Clearwater campus being "hands-on," attendance is critical to master skill sets necessary for employment.

Clearwater students utilizing VA education benefits at UMA must demonstrate consistent classroom attendance. Clearwater students who miss more than five scheduled class days within a grading period are placed on VA eligibility probation for the following grading period.

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

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

ONLINE
Regular attendance is expected for students to develop the skills and attitudes required in the workplace. In the online environment, attendance is based on completion of academically-related activities such as discussion boards, submission of assignments and taking tests. Online students utilizing VA education benefits at UMA must participate in class activities on at least a weekly basis.

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

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

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Addendum for Academic Standards
(Dropping or Adding Courses for Enrolled Students))
Effective 2.25.19

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Page 95 (Replacement)
DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS
UMA does not provide a drop/add period. UMA's educational programs recommend students to complete courses in a specific order (defined as general course progression or prerequisites). UMA's curriculum continues to build on knowledge gained from course to course.

If a student fails a course, the student will continue to their next scheduled course providing the current failed course is not a prerequisite. The student will then be scheduled to retake the failed course accordingly. If the failed course is not available, UMA will work with the student to process an alternative solution such as an alternative course or a leave of absence until the course is available.

Addendum for Academic Standards
(Dropping or Adding Courses for Enrolled Students)
Effective 12.14.18

Pages 95 (Replacement)
DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS
UMA does not provide a drop/add period. UMA's educational programs recommend students to complete courses in a specific order (defined as general course progression or prerequisites). UMA's curriculum continues to build on knowledge gained from course to course.

Students who do not receive a final passing grade in a course prior to progressing to the next course will be removed and unscheduled from the current course. UMA will reschedule the student into the failed course or a different eligible course which begins within seven (7) calendar days (excluding scheduled breaks of 5 calendar days or more) 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 or a leave of absence (prerequisites only) until the course is available.

Addendum for Programs
(Health Information Technology)
Effective 10.25.18

Page 108 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education Paragraph)
The Health Information Technology – Associate of Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information.

Page 110 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education Paragraph)
The Health Information Technology – Associate of Applied Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information.