



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.6

(Published March 2, 2020)

Addendum Date: November 9, 2020

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

ADDENDUM

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Addendum for Ultimate Medical Academy Catalog Volume 6.6
Effective August 24, 2020

Ultimate Medical Academy's Clearwater Campus now utilizes a blended learning modality (online classrooms and on-campus labs) for all programs except the Nursing Assistant program. All references to the delivery mode at the Clearwater Campus throughout the Ultimate Medical Academy Catalog Volume 6.6 should reflect the above description.

Addendum for Ultimate Medical Academy Catalog Volume 6.6
Effective August 4, 2020

(Revision to Vice Provost of Programs and Academic Affairs Title Throughout Catalog)
Associate Vice President of Programs and Academic Affairs

Addendum for General Information
(A Letter from the President of Ultimate Medical Academy, History/Ownership, and Corporate Officers)
Effective August 4, 2020

Pages 2 & 8 (Revision to Thomas Rametta's Title)
Thomas Rametta
President

Addendum for General Information
(School Licensure, Accreditation and Approvals)
Effective August 4, 2020

Page 10 (Revision to Accreditation Council for Continuing Medical Education (ACCME) Section)

ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION (ACCME)

Ultimate Medical Academy is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

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

Addendum for General Information
(State/Territory Specific Information)
Effective July 6, 2020

Page 11 (Revision to Section Title & First Paragraph)

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA ONLINE PROGRAMS

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 Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program.

Addendum for General Information
(State/Territory Specific Information)
Effective June 10, 2020

Page 11 (Insertion - Additional Information for Alabama)

Alabama

- Ultimate Medical Academy has been granted a Certificate of Approval by the Alabama Commission on Higher Education.
- Ultimate Medical Academy is licensed by the State of Alabama, Alabama Community College System.

- Ultimate Medical Academy’s Health Sciences – Pharmacy Technician program is an Alabama Board of Pharmacy approved pharmacy technician training program.

**Addendum for General Information
(State/Territory Specific Information)
October 20, 2020**

Page 13 (Revisions)

North Carolina

- Ultimate Medical Academy is exempt from licensure to offer online programs by the North Carolina Board of Governors and the North Carolina State Board of Proprietary Schools.

**Addendum for General Information
(Nondiscrimination Policy)
Effective August 4, 2020**

Page 16 (Revision to UMA Online Designee)

Associate Vice President, Programs and Academic Affairs – UMA Online

**Addendum for General Information
(Sexual Misconduct Response and Prevention Policy)
Effective August 14, 2020**

Page 16 (Replacement of Policy and Title Revision)

SEXUAL HARASSMENT PROHIBITED BY TITLE IX

A. Scope

This policy applies to conduct of which UMA has Actual Knowledge, and that:

- meets the definition of Sexual Harassment;
- occurs in UMA’s Educational Programs or Activities; **and**
- is against a person in the United States.

Capitalized terms have the meaning assigned in this policy.

This policy is one component of UMA’s commitment to a discrimination-free work and educational environment. Conduct that does not fall into the scope of this policy may fall under the scope of another policy, for example UMA’s Non-Discrimination and Non-Harassment policy applicable to team members, or the Code of Conduct for Students policy, and may be subject to procedures associated with those other policies.

B. Definitions

Below are key definitions relating to Sexual Harassment:

“Actual Knowledge” means provision of notice of Sexual Harassment or allegations of Sexual Harassment to UMA’s Title IX Coordinator, or to another UMA official with the authority to institute corrective measures on behalf of UMA. Those other officials with the authority to institute corrective measures on behalf of UMA are the Campus Director of UMA’s Clearwater campus, the Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of UMA can be reached through UMATitleIX@ultimatemedical.edu. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only UMA official with knowledge.

“Associate Title IX Coordinator” is a UMA Team Member appointed by the Title IX Coordinator who is responsible for assisting in the administration of this policy. The Associate Title IX Coordinator for team member issues is Kathleen Copersito (kcopersito@ultimatemedical.edu or 813-388-4766). The Associate Title IX Coordinator for student issues is Lisa McClure (lmclure@ultimatemedical.edu or 813-676-1653). The mailing address for both Associate Title IX Coordinators is 3101 W. Dr. Martin Luther King Jr. Blvd., Tampa, FL 33607.

“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires UMA to compile statistics for (among other things) incidents of Sexual Harassment.

“Complainant” means an individual who is alleged to be the victim of Sexual Harassment. To file a Formal Complaint, a Complainant must be participating in or attempting to participate in UMA’s Educational Program or Activities.

“Consent” means words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the Incapacitation of another where the Respondent knows or reasonably should have known of such Incapacitation. Consent is also absent when the activity in question exceeds the scope of Consent previously given. Past Consent does not imply present or future Consent. Silence or an absence of resistance does not imply Consent. Consent can be withdrawn at any time by either Party by using clear words or actions. Intoxication due to use of alcohol or drugs may impair an individual's capacity to Consent freely and may render an individual incapable of giving Consent.

“Educational Programs or Activities” means a UMA-sponsored location or event, or other circumstance over which UMA exercised substantial control over both the context and the Respondent to an allegation of Sexual Harassment. UMA’s online course environment is explicitly included in this definition.

“Formal Complaint” means a document filed by and signed by either the Complainant or the Title IX Coordinator that alleges Sexual Harassment against a Respondent and requests that UMA investigate the allegation. A Formal Complaint can be filed with UMA’s Title IX Coordinator, an Associate Title IX Coordinator in person, via email, or via mail or to UMATitleIX@ultimatemedical.edu. An electronic submission that indicates that the Complainant is the one filing the formal complaint will be considered to be signed by the Complainant for purposes of this policy. Where the Title IX Coordinator files and signs a Formal Complaint, the Title IX Coordinator is not considered to be a Complainant.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. Incapacitation can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is Incapacitated is to be judged from the perspective of an objectively reasonable person.

“Parties” or “Party” means the Complainant and/or Respondent.

“Respondent” means an individual who has been reported to be the perpetrator of Sexual Harassment. To be a Respondent subject to this policy, an individual must be under UMA’s substantial control. If during an investigation or hearing into a Formal Complaint, a Respondent ceases being a UMA team member or student, UMA may dismiss the Formal Complaint.

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following: (1) a team member conditioning the provision of an aid, benefit, or service from UMA on the Complainant’s participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to a UMA Education Program or Activity; or (3) the following crimes defined under the Violence Against Women Act: “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

“Supportive Measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to UMA’s Education Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the educational environment, or deter Sexual Harassment. Examples of Supportive Measures are: counseling, extensions of deadlines or other course-related or work-related adjustments, modifications of work or class schedules, escort services while on UMA premises, mutual restrictions on contact between the Parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. UMA will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair UMA’s ability to provide the Supportive Measures. The Title IX Coordinator and Associate Title IX Coordinators are responsible for coordinating the effective implementation of Supportive Measures.

“Title IX” refers to the federal statute and associated regulation promulgated by the U.S. Department of Education which govern the efforts of educational institutions to maintain campuses free from sex and gender discrimination, including Sexual Harassment.

“Title IX Coordinator” refers to the UMA team member who is ultimately responsible for overseeing UMA’s compliance with Title IX. UMA’s Title IX Coordinator is Sue Edwards (sedwards@ultimatemedical.edu or 813-

387-6784). The mailing address for the Title IX Coordinator is 3101 W. Dr. Martin Luther King Jr. Blvd., Tampa, FL 33607.

“UMA” means Ultimate Medical Academy, as operated by UMA Education, Inc.

“United States” means physical location within one of the fifty United States, the District of Columbia, or territories of the United States of America.

C. Prohibition on Sexual Harassment

As required by Title IX, UMA expressly prohibits discrimination on the basis of sex, including Sexual Harassment, in its Educational Programs and Activities and is committed to fostering an environment for both students and employees where Sexual Harassment is promptly reported, Supportive Measures are offered as appropriate, and any Formal Complaints are resolved in a fair and timely manner.

Regardless of the definitions provided in this policy, those who believe they are victims of Sexual Harassment should seek immediate medical and/or safety assistance as appropriate and report the incident as soon as possible as described below. Information regarding resources and options available to victims can be found through the following resources:

- For team members:
 - Employee Assistance Program (confidential resources available) – <https://www.mutualofomaha.com/eap>; 800.316.2796
- For students:
 - UMA's Student Guidance Center (confidential resources available) – <https://www.ultimatemedical.edu/help>; (web id: UMASAP) or 866.797.1622 (open 24/7)
- For residents of the Tampa Bay area:
 - The Spring of Tampa Bay – <https://www.thespring.org>; 813.247.7233 (open 24/7)
 - CASA (Community Action Stops Abuse) of St. Petersburg - <https://www.casa-stpete.org>; 727.895.4912 (open 24/7)
 - Crisis Center of Tampa Bay – <https://www.CrisisCenter.com>; 813.694.1964 or 211 (open 24/7)
- For all:
 - RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization
 - The National Sexual Assault Hotline: 800.656.HOPE (4673) (open 24/7)
 - Online chat: <https://hotline.rainn.org/online>
 - State specific resources can be found at <https://www.rainn.org/state-resources>

D. How to Make a Report of Sexual Harassment Under this Policy

Any person may report Sexual Harassment or suspected Sexual Harassment to the Title IX Coordinator, an Associate Title IX Coordinator, or to UMATitleIX@ultimatemedical.edu. Reports of conduct confirmed to be Sexual Harassment that are provided to any of these sources will give UMA Actual Knowledge of the report.

Aside from UMA's internal complaint process, team members and students may choose to pursue legal or administrative remedies, including with the United States Department of Education's Office for Civil Rights at <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>. Nothing in this policy prohibits a student or team member from reporting a crime directly to law enforcement, including the local police department.

E. Initial Assessment of the Report and Initiation of Formal Complaint

Upon receiving a report, UMA will determine whether the reported allegations fall within the scope of this policy, namely whether the allegations, if accepted as true:

- meet the definition of Sexual Harassment;
- occurred in UMA's Educational Programs or Activities; **and**
- are against a person in the United States.

If the allegations do not fall within the scope of this policy, UMA will consider the report according to the Team Member Complaint and Investigation Procedures in the Team Member Handbook (for team members) or the General Student Complaint Procedure/Grievance Policy or Code of Conduct for Students in the UMA Catalog (for students), and/or any other applicable UMA policies.

If the allegations do fall within the scope of this policy, the Title IX Coordinator will promptly (i.e., generally within seven days of receipt of Actual Knowledge) reach out to the Complainant, who may or may not be the person who

made the report, and: (1) discuss any appropriate Supportive Measures, and (2) provide the process for filing a Formal Complaint. If the Complainant declines to file a Formal Complaint, the Title IX Coordinator may choose to initiate a Formal Complaint. No other person is eligible to file a Formal Complaint under this policy.

Upon the filing of a Formal Complaint, UMA will operate from a presumption that the Respondent is not responsible for the alleged conduct until a determination is made regarding violation of this policy is made at the conclusion of the investigation, hearing, appeal and/or informal resolution processes.

F. Notice of a Formal Complaint

If a Formal Complaint is filed, UMA will issue a written notice to the Complainant and the Respondent within 14 days of the filing of the Formal Complaint containing, at minimum:

- notice of the investigation and hearing procedure set out in this policy,
- notice of the allegations of Sexual Harassment, including sufficient details known at the time (including the identities of known Parties involved in the allegations) and with sufficient time to prepare a response before any initial interview,
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding violation of this policy is made at the conclusion of the process,
- a statement that the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney,
- a statement that UMA will, within a reasonable amount of time after a request from a Complainant or Respondent, provide an advisor to a Complainant or Respondent who does not identify their own advisor,
- a statement that even if a Complainant or Respondent does not request an advisor, one will be provided at the hearing if the Complainant or Respondent does not bring their own advisor to the hearing,
- a statement that the Complainant and Respondent may inspect and review evidence compiled during the investigation, and
- a statement that UMA's Business Ethics, Conduct and Compliance policy and UMA's Code of Conduct for Students policy prohibit knowingly making false statements or knowingly submitting false information during the process.

If, in the course of an investigation, UMA determines that it will investigate allegations about the Complainant or Respondent that are not included in the written notice provided at the outset of the investigation, UMA will provide written notice of the additional allegations to the Complainant and the Respondent.

In appropriate cases, UMA may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

G. Informal Resolution

Formal Complaints can be resolved by either informal resolution or by the investigation and hearing processes described in this policy. Informal resolution is voluntary and can be facilitated by UMA at any point before a determination is reached regarding whether the Respondent violated this policy. Once initiated, an informal resolution process will typically conclude within 45 days.

At any point during the informal resolution process prior to reaching an agreement, the Complainant and/or the Respondent are free to withdraw from the informal resolution process and resume the investigation, hearing, and appeal processes. However, once reached and agreed to by both the Complainant and the Respondent, an informal resolution is final, and precludes the Complainant and Respondent from pursuing a Formal Complaint arising from the same allegations.

Before engaging in informal resolution, UMA will provide the Complainant and the Respondent with written notice disclosing the allegations, the requirements of the informal resolution process (including the Parties' right to withdraw during the process and the final nature of any agreement reached), and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both the Complainant and the Respondent must consent in writing to participate in the informal resolution process. Participation in an informal resolution is not required as a condition of enrollment, continuing enrollment, employment, or continuing employment.

UMA does not offer or facilitate informal resolution to resolve allegations that a UMA team member Sexually Harassed a UMA student; such allegations will be handled through the Formal Complaint process.

H. Dismissal of a Formal Complaint Short of a Resolution

If at any point during the investigation or hearing procedures UMA discovers that the conduct described in the Formal Complaint does not, even if proven, fall under the scope of this policy, UMA will dismiss the Formal Complaint or the portions of the Formal Complaint that are out of scope. Such conduct may be evaluated under other UMA policies, as applicable.

UMA may, at its option, dismiss a Formal Complaint where:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled with or employed by UMA; or
- Specific circumstances prevent UMA from gathering evidence sufficient to reach a determination as to the Formal Complaint or specific allegations therein.

When UMA dismisses a Formal Complaint, it will promptly, i.e., generally within seven days of the dismissal, send written notice of the dismissal and the reason(s) therefor simultaneously to the Complainant and the Respondent.

I. Investigation

UMA will investigate all Formal Complaints that are not resolved through informal resolution or dismissed pursuant to subsection H of this policy.

The investigation will be completed by an individual trained pursuant to subsection R of this policy, who will not serve as a decision-maker during the hearing. The investigator's purpose will be to compile relevant information and documentation for consideration at the hearing. In conducting the investigation, UMA will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding violation of this policy rest on UMA and not on the Complainant or Respondent.
- Provide an equal opportunity for the Complainant and the Respondent to present witnesses (including fact and expert witnesses) and other inculpatory and exculpatory evidence.
- Not restrict the ability of either the Complainant or the Respondent to discuss, in the context of the investigation, the allegations under investigation or to gather and present relevant evidence.
- Where a Complainant or Respondent is invited or expected to participate, provide written notice of the date, time, location, participants, and purpose of investigative interviews or other meetings with sufficient time to prepare to participate.
- Allow the Complainant and the Respondent the same opportunity to have an advisor during the investigation. Advisors may attend interviews or meetings to which the Party whom they are advising is invited and may otherwise assist the Party during the investigation, provided that throughout the investigation phase, the advisor may speak only to the Party whom the advisor is assisting (i.e., either the Complainant or the Respondent), whether during interviews, meetings, or otherwise. Advisors may be, but are not required to be, attorneys.
- Provide both the Complainant and the Respondent an equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence upon which UMA does not intend to rely in reaching a determination regarding violation of this policy and inculpatory or exculpatory evidence (whether obtained from a Party or other source), so that the Complainant and the Respondent can meaningfully respond to the evidence prior to conclusion of the investigation.
- Not access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless UMA obtains that Party's voluntary, written consent to do so for use in the process described in this policy.

The inspector will compile an investigation report that fairly summarizes the relevant evidence. Prior to completion of the investigative report, and typically within 60 days of the date on which the written notice of allegations was provided to the Complainant and the Respondent, UMA will send to the Complainant and the Respondent (and, if applicable, their advisor(s)) the evidence subject to inspection and review in an electronic format or a hard copy.

The Parties will be given 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Upon completion of the report, the investigator will provide the Complainant and the Respondent (and their advisor(s), if applicable) a copy of the report at least 10 days prior to a hearing.

J. Hearing and Deliberation

No earlier than 10 days after the investigation report is completed and provided to the Complainant and Respondent, UMA will conduct a live hearing at which the Complainant, Respondent, and the decision-maker for UMA will have the opportunity to ask questions of the Parties and witnesses. The Complainant and Respondent will be given written notice of the date, time, location, participants, and purpose of hearing with sufficient time to prepare to participate. The parties will be asked to give UMA notice as to whether they plan to bring an advisor to the hearing. Hearings will typically be held within 120 days of UMA's receipt of a Formal Complaint, subject to availability of the Parties, witnesses, and decision-makers, and barring legitimate circumstances that give rise to delay in the process. The hearing shall be overseen by a panel of trained individuals who will collectively act as the decision-maker. The panel shall include an odd number of individuals, with, at minimum, representation from UMA's Compliance department and either UMA's Education department (where a student is the Respondent) or UMA's Human Resources department (where a team member is the Respondent). Neither the Title IX Coordinator nor the investigator who completed the investigation that is the subject of the hearing may participate as a decision-maker. All hearings will be conducted via video conference in which the Complainant, the Respondent, and the decision-maker are located in separate rooms. The hearing will be conducted in a manner that allows the participants to simultaneously see and hear each other.

The decision-maker is responsible for conducting the hearing. The panel shall designate a chairperson to lead the hearing. The decision-maker will ensure that:

- UMA makes all evidence to be considered by the decision-maker available at the hearing and gives each Party equal opportunity to refer to such evidence during the hearing.
- The advisors for the Complainant and Respondent (but not the Complainant and Respondent themselves) are permitted to ask the other Party and any witnesses appearing at the hearing relevant questions and follow-up questions, including those challenging credibility. This questioning is permitted to occur directly, orally, and in real time.
 - If a Party does not have an advisor present at the hearing, UMA will provide an advisor of UMA's choosing to conduct cross-examination on behalf of that Party. Such an advisor will be provided without fee or charge to that Party and may be (but is not required to be) an attorney.
- Only relevant cross-examination and other questions are asked of a Party or witness. The decision-maker (for a panel, the chairperson) will first determine whether a question is relevant before a Complainant, Respondent, or witness answers a question posed by someone other than the decision-maker. If the decision-maker excludes a question, an explanation will be provided as to why the question is not relevant.
 - Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
 - The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- If a Party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) does not rely on any statement intended to be a factual assertion offered to prove or disprove Sexual Harassment of that Party or witness in reaching a determination regarding violation of this policy. The decision-maker also may not draw an inference about violation of this policy based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Credibility determinations are not based solely on a person's status as a Complainant, Respondent, or witness.

UMA will create an audio or audiovisual recording or transcript of any live hearing and make it available to the Complainant and Respondent for inspection and review. Recordings are the property of UMA and will be retained for seven years.

After the hearing, the decision-maker will deliberate in private and determine (by majority vote in the case of a panel) whether the Respondent has violated this policy. The decision-maker's determination will be made based on a preponderance of the evidence standard, i.e., whether it is more likely than not that the Respondent violated the policy. No Respondent may be found to have violated this policy solely because the Respondent failed to appear at a hearing; if the Respondent does not participate, the available evidence will be considered. Likewise, a Respondent may be found to have violated this policy even in instances where the Complainant has not participated in the hearing.

K. Written Notice of Determination

Following the hearing and deliberation, the decision-maker will issue a written notice of determination regarding whether or not the Respondent violated this policy, according to the preponderance of evidence standard. The written notice of determination will include, at minimum:

- The allegations considered during the hearing that potentially constitute Sexual Harassment;
- The procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, other evidence considered, and hearings held;
- Findings of fact supporting the determination;
- Identification of UMA policies that apply to the findings of fact;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding violation of this policy;
- Any disciplinary sanctions UMA imposes on the Respondent,
- Whether remedies designed to restore or preserve equal access to UMA's Educational Programs or Activities will be provided by UMA to the Complainant; and
- UMA's procedures and permissible grounds for the Complainant and Respondent to appeal.

UMA will provide the written determination to the Complainant and the Respondent simultaneously and within 14 days of the hearing. The determination regarding violation of this policy becomes final either on the date that UMA provides the Complainant and the Respondent with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

L. Sanctions and Remedies

Sanctions will not be imposed on a Respondent unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed. The sanctions that may be imposed on a Respondent for violation of this policy include:

For team members:

- Warning – A verbal or written notice that a team member has not met UMA's conduct expectations.
- Training – One or more sessions that a team member is required to complete to UMA's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the team member does not comply with UMA policies or otherwise does not meet UMA's conduct expectations during the probationary period.
- Unpaid leave – Unpaid leave from employment with UMA for a defined period of time, after which the team member may be eligible to return to active employment.
- Limiting order – Restriction on a team member's permission to be in the same proximity as another team member and/or others, with the parameters of the restriction to be defined by UMA.
- Termination of employment – Separation of a team member's employment with UMA.

For students:

- Warning – A verbal, written, or final notice that the student has not met UMA's conduct expectations.
- Training – One or more sessions that the student is required to complete to UMA's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period, including the

probability of more severe disciplinary sanctions if the student does not comply with UMA policies or otherwise does not meet UMA's conduct expectations during the probationary period.

- Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Suspension – Separation of the student from UMA for a defined period, after which the student may be eligible to return. Conditions for readmission may be specified.
- Suspension of Services – Ineligibility to receive specified services or all UMA services for a specified period, after which the student may regain eligibility. Conditions to regain access to services may be specified.
- Dismissal – Separation of the student from all UMA locations and eligibility to return at a specified date.
- Expulsion – Permanent separation of the student from all UMA locations and ineligibility to receive specified or all UMA services.
- Ineligibility for Services – Permanent ineligibility to receive specified or all UMA services.
- Limiting Order – Restriction on a student's permission to be in the same proximity as the Complainant and/or others, with the parameters of the restriction to be defined by UMA.

If a Respondent is not a team member or a student, UMA may impose variations of the sanctions listed above that correspond to UMA's relationship with the Respondent, e.g., termination of contract, ineligibility for future contracting or services.

More than one sanction may be applied to the same Respondent as a result of a single violation. The listing of the sanctions should not be construed to imply that Respondents are entitled to progressive discipline, or that the employment relationship between UMA and its team members is anything other than at-will. The sanctions may be used in any order and/or combination that UMA deems appropriate for the conduct in question.

The Title IX Coordinator may also implement remedies designed to restore or preserve equal access to UMA's Educational Programs or Activities. Remedies include efforts similar to Supportive Measures, but when imposed as a remedy, a measure need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies will not be granted to a Complainant unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed.

M. Appeal

The Complainant and Respondent may appeal a determination regarding whether the Respondent violated this policy, and may also appeal UMA's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding violation of this policy or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The decision-maker for the appeal will be unbiased and appropriately trained, and will not be the same person as the investigator, the Title IX Coordinator, or any decision-maker at the hearing for the same matter.

All appeal procedures will apply equally to both Parties. Appeals must be filed with the Title IX Coordinator within 14 days of receipt of the written determination or notice of dismissal, as applicable. If either the Complainant or the Respondent files an appeal, UMA will notify the other Party in writing. Both the Complainant and the Respondent will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome, which must be received by the decision-maker for the appeal within 14 days of receipt of the notice that an appeal has been filed.

Within 30 days of the deadline for Parties to submit written statements in support of or challenging the outcome, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the result, which will be provided simultaneously to the Complainant and the Respondent. The decision of the decision-maker for any appeal is final.

N. Emergency Removal and Administrative Leave

In appropriate cases, UMA may remove a Respondent who is a student from its Educational Programs or Activities on an emergency basis. UMA will not execute such an emergency removal without performing an individualized safety and risk analysis that supports that an immediate threat to the physical health or safety of the student or other individual arising from the allegations of Sexual Harassment justifies the removal. Where an emergency removal is executed, UMA will provide the student with notice and an opportunity to challenge the decision immediately following the removal.

In appropriate cases, UMA may place a team member who is a Respondent on an administrative leave during the pendency of an investigation and hearing process described under this policy. See the Administrative Leave policy in UMA’s Team Member Handbook for more information about administrative leaves.

O. Exception to Timeframes Stated in Policy

The timeframes stated in this policy estimate adequate time to resolve a Formal Complaint where the Parties, witnesses, and evidence is readily available, and interviews, meetings, and hearings are able to be scheduled without delay. Circumstances in individual cases may cause temporary delays, necessitating limited extension of stated time frames for good cause, including but not limited to the absence or unavailability of a Party, a Party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Where a timeframe requires a limited extension, UMA will send written notice to the Complainant and the Respondent of the circumstances giving rise to the need for the extension.

P. No Retaliation for Reporting Sexual Misconduct or Participating in Related Investigations

Team members have a duty to report Sexual Harassment they experience or observe. Retaliation against a team member for good faith reporting or participating in an investigation of Sexual Harassment is prohibited.

Specifically, it is a violation of this policy and of UMA’s Policy Prohibiting Retaliation (for team members) and UMA’s Code of Conduct for Students policy to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or Formal Complaint, or testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Specifically, UMA does not threaten or bring charges of misconduct unrelated to Sexual Harassment but arising out of the same facts or circumstances as a report or Formal Complaint for the purpose of interfering with any right or privilege secured by Title IX.

Charging an individual with a Code of Conduct or other policy violation for making a materially false statement in bad faith in the course of a Formal Complaint, investigation, or hearing proceeding under this policy does not constitute retaliation; provided, however, that a finding that a Respondent did or did not violate this policy, alone, is insufficient to conclude that any Party made a materially false statement in bad faith.

A report of retaliation related to an investigation of Sexual Harassment will be treated as a report under this policy, which may be consolidated with the other report(s) or Formal Complaint(s) to which it is related.

Q. Confidentiality

Except as required by law, as permitted by the Family Educational Rights and Privacy Act and its regulations, or as appropriate to carry out UMA’s responsibilities under Title IX (including but not limited to conducting investigations, hearings, and informal resolutions under this policy), UMA will keep confidential the identity of Complainants, Respondents, individuals who have made a report of Sexual Harassment, and witnesses involved in proceedings under this policy.

UMA reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual, or to otherwise comply with its obligations to maintain a safe and discrimination-free environment. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of Complainants or reporters, or information that could easily lead to a Complainant’s or reporter’s identification.

R. Training

UMA will ensure through appropriate training that its Title IX Coordinator, investigators, decision-maker(s), and any individuals facilitating informal resolution under this policy are free of conflict of interest or bias for or against Complainants or Respondents generally. Should a conflict of interest arise relating to a Complainant or Respondent in an individual case, conflicted UMA officials are required to recuse themselves from participation in the matter(s) in which the conflict arises.

UMA will provide training to Title IX Coordinators, investigators, decision-makers, and any individuals facilitating informal resolution under this policy on the following topics:

- the definition of Sexual Harassment under Title IX and this policy,
- the scope of UMA's Educational Programs and Activities,
- how to conduct investigations, hearings, appeals, and informal resolution processes (as applicable to the individual's role) that comply with Title IX and the requirements of this policy, and
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Additionally, UMA will provide targeted training as follows:

- to decision-makers on how to use technology to conduct live hearings under this policy, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- to investigators on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Training provided under this policy will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

S. Record-Keeping

UMA will retain the following records created pursuant to this policy for seven years:

- Documentation of outreach to Complainants in response to a report within scope for this policy
 - If no Supportive Measures are offered to a Complainant, UMA will maintain documentation as to why no such measures were appropriate.
- Formal Complaints
- Written notices of allegations
- Investigation reports (including any appended evidence)
- Notices regarding informal resolution
- Informal resolution agreements and/or other documentation evidencing the terms of an informal resolution
- Written notices of determination
- Appeals
- Written notices of appeal
- Written notices of appeal determination
- Hearing transcripts or recordings
- Documentation of Supportive Measures provided or offered (to the extent not contained in other listed documentation)
- Documentation of sanctions imposed on a Respondent (to the extent not contained in other listed documentation)
- Documentation of remedies provided to a Complainant (to the extent not contained in other listed documentation)
- Materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate an informal resolution process
 - UMA will also make current training materials available on its website.

**Addendum for General Information
(Military and Veterans' Information)
Effective June 10, 2020**

Page 27 (Replacement)

Online

<http://shoppingsheet-online.ultimatemedical.edu>

**Addendum for Admissions
(General Admissions Requirements)
Effective September 28, 2020**

Page 28 - 29 (Revision to Fourth Bullet Point in First Paragraph)

GENERAL ADMISSIONS REQUIREMENTS

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

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

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

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

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

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

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

**Addendum for Admissions
(General Admissions Requirements)
Effective August 4, 2020**

Page 28 - 29 (Replacement)

GENERAL ADMISSIONS REQUIREMENTS

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

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

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

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

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

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

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

**Addendum for Admissions
(General Admissions Requirements)
Effective June 26, 2020**

Page 28 - 29 (Revision – Health Sciences-Pharmacy Technician Background Check Requirement Timeline)

GENERAL ADMISSIONS REQUIREMENTS

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

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

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

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

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

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

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

**Addendum for Admissions
(General Admissions Requirements)
Effective April 28, 2020**

Pages 28 - 29 (Revision – Reentering Students Require Background Check)

GENERAL ADMISSIONS REQUIREMENTS

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

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

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

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

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

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

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

**Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective November 9, 2020**

Pages 30 - 33 (Revision to the Following Sentence in Externship Requirement Sections)

Students are typically not paid for work performed during externship/practicum/clinical course activities.

**Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective April 7, 2020**

Page 31 (Revision to Health Information Technology's Practicum Requirement Section)

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

**Addendum for Admissions
(Articulation Agreements)
Effective September 28, 2020**

Page 36 (Insertion)

Pinellas Technical College: This agreement is designed to allow UMA Clearwater graduates of the Medical Assistant and Patient Care Technician programs to transfer select credits earned at UMA, having earned and accepted by Pinellas Technical College with minimal delay and disruption in their educational process into Pinellas Technical College's Practical Nursing program, subject to college policies and procedures. UMA graduates must have a minimum CGPA of 3.0.

**Addendum for Admissions
(Articulation Agreements)
Effective August 4, 2020**

Page 36 (Insertion)

Altierus Career College: This agreement is designed to allow UMA Clearwater graduates of the Medical Assistant, Health Sciences – Medical Assistant, and Patient Care Technician programs to transfer select credits earned at UMA and accepted by Altierus Career College with minimal delay and disruption in their educational process into Altierus Career College's Associate of Science in Nursing program, subject to college policies and procedures.

**Addendum for Admissions
(Articulation Agreements)
Effective July 6, 2020**

Page 36 (Insertion)

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

**Addendum for Admissions
(Certification, State and National Board Examinations)
Effective June 26, 2020**

Page 37 (Insertion)

The following programs, upon completion, are designed to meet educational requirements for professional licensure and/or certification or to sit for a professional licensure and/or certification examination that may be required for entry-level employment.

Programs	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>meets</u> the state/territory educational requirements for licensure or certification	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>does not meet</u> the state/territory Education requirements for license or certification	States/Territories for which Ultimate Medical Academy <u>has not made a determination</u> that its curriculum meets the state/territory education requirements for	States/Territories for which there is not a licensure or certification requirement

		Note: UMA does not enroll students from these states/territories	licensure or certification Note: UMA does not enroll students from these states/territories	
<p>Dental Assistant with Expanded Functions (DAEF)</p> <p>Health Sciences – Dental Assistant with Expanded Functions (HS-DAEF)</p> <p>Note: The DAEF and HS-DAEF programs are approved by the Florida Board of Dentistry (FL BOD) to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code.</p> <p>Per Rule 64B5-9.011, Florida Administrative Code, graduates of a FL BOD approved program are not required to obtain the dental radiographer certification.</p> <p>UMA’s DAEF and HS-DAEF graduates are eligible to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical. The RDA certification is not required by the FL BOD.</p>	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	N/A
Health Sciences - Pharmacy Technician (HS-PHT)	Alabama, Alaska, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Illinois,	Connecticut, Massachusetts, Minnesota, New Mexico	California, Guam, Kentucky, Louisiana, Maine, Maryland, Nevada, New	Hawaii, Pennsylvania, Wisconsin

<p>In some states/territories, professional licensure and/or certification is required for entry-level employment as a Pharmacy Technician. UMA's HS-PHT graduates are eligible to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Within five years of graduation, UMA's HS-PHT graduates are eligible to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Health Career Association (NHA).</p>	<p>Indiana, Iowa, Kansas, Michigan, Mississippi, Missouri, Montana, Nebraska, New Jersey, Oregon, South Dakota, Vermont, Wyoming</p>	<p>New York, North Dakota, Ohio, Oklahoma, South Carolina, Utah, Washington</p>	<p>Hampshire, North Carolina, Puerto Rico, Rhode Island, Tennessee, Texas, U.S. Virgin Islands, Virginia, Washington D.C., West Virginia</p>	
<p>Nursing Assistant (NA)</p> <p>A Certified Nursing Assistant (CNA) license is required for employment as an entry-level Nursing Assistant in Florida. To obtain a CNA license in Florida, graduates must successfully complete the Certified Nursing Assistant (CNA) examination. Graduates of UMA's NA program are eligible to sit for the CNA exam as UMA's NA program is approved by the Florida Board of Nursing.</p>	<p>Florida</p>	<p>N/A</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico,</p>	<p>N/A</p>

			Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
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**Addendum for Admissions
 (Online Orientation and Technical Requirements)
 Effective August 24, 2020**

Pages 38 – 40 (Replacement)

ONLINE/BLENDED ORIENTATION AND TECHNICAL REQUIREMENTS

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

Each program offered by UMA Online is primarily taught through distance education; however, some programs contain an externship/practicum which is conducted at an approved healthcare facility. All UMA Clearwater programs require an externship which is conducted at an approved healthcare facility. Each blended program offered by UMA Clearwater is taught as a blended learning modality (online classrooms and on-campus labs).

UMA utilizes asynchronous, blended, and on-campus learning environments demonstrated for students and faculty in their respective orientations. The orientation provides an overview of the learning environment. The syllabus for each distance education/blended course is available within the Learning Management System and delineates learner objectives.

UMA online/blended programs have the same goals as a traditional learning institution but due to their formats, they use different methodologies than on-campus programs. For example, while a Clearwater on-campus course uses small group discussions or hands-on labs, an online or blended class uses a threaded discussion board. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include simulations, application-based scenarios and multimedia presentations.

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

- Have reliable Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
 - A browser check to ensure compliance with technical computer requirements
 - An introduction to online/blended learning and UMA's resources and support teams
 - An overview of UMA's Learning Management System, i.e., Blackboard
 - Information regarding policies, navigating the online/blended courserooms and resources which can aid in the learning process

To ensure students' online/blended learning experiences are satisfying, Ultimate Medical Academy requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
 - Recommended 2.0 GHz frequency or above CPU

- Mac computer (Intel Processor) with 1.83 GHz
 - Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 4 GB Memory (RAM) or above
- 1366 x 768 or higher computer screen resolution
- Speakers
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)

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

Operating Systems (OS):

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

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

Software:

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

Internet Browsers:

- Both Windows and Mac Computers:
 - Mozilla Firefox (stable channel) at mozilla.org
 - Latest versions are not compatible with Flash Player
 - Google Chrome (stable channel) at google.com/chrome
 - Latest versions are not compatible with Flash Player
 - Microsoft Edge Chromium Version 79
 - Latest versions are not compatible with Flash Player
 - The latest Chromium based versions are provisionally compatible with Collaborate Ultra, used for web-meetings with some faculty members.
- Mac Based Computers:
 - Safari Versions 13+
- Determine Which Browser and Version You Are Using:
 - In **Edge**, select the menu icon and choose Settings then scroll down to the bottom of the screen. The version of Edge is located below the words About this App.
 - In **Firefox**, select Firefox then “Help” and About Firefox. The version of Firefox is in the Version field.
 - In **Google Chrome**, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.
 - In **Safari**, select Safari then “Help” and About Safari. The version of Safari is in the Version field.

Internet Service Provider:

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

Browser Configurations:

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

SUPPORTED DEVICES AND OPERATING SYSTEMS

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

Addendum for Admissions (Pharmacy Technician State/Territory Requirements) Effective July 6, 2020

Page 40 (Revision to First Paragraph)

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

It is important that the students are aware of their pharmacy technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory other than those in which UMA is actively enrolling/reentering for the Health Sciences - Pharmacy Technician program (a "non-enrollment state/territory"). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program.

Addendum for Admissions (Pharmacy Technician State/Territory Requirements) Effective June 10, 2020

Page 42 (Insertion - Additional Information for Alabama)

States/Territories	Additional Pharmacy Technician Information for Graduates
Alabama	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Within the first six months after registration, pharmacy technicians must: <ol style="list-style-type: none">1. Complete an Alabama Board of Pharmacy approved training program OR2. Pass a board-recognized pharmacy technician certification exam Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is approved by the Alabama Board of Pharmacy.

Addendum for Admissions (Health Information Technology Program Enrollment States/Territories) Effective July 6, 2020

Pages 44 (Revision to First Paragraph)

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES/TERRITORIES

Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the Health Information Technology program. Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory.

**Addendum for Admissions
(Health Information Technology Program Enrollment States/Territories)
Effective April 7, 2020**

Pages 44-45 (Replacement)

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES/TERRITORIES

Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the Health Information Technology program. Students are required to notify UMA at statechange@ultimatemedical.edu and request authorization if they plan to move to or intend to work in any other state/territory.

HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART	
All Enrollment	Do Not Enroll
Alabama	Connecticut
Alaska	Massachusetts
Arizona	New York
Arkansas	North Dakota
California	Puerto Rico
Colorado	Rhode Island
Delaware	Washington D.C.
Florida	Guam
Georgia	Kentucky
Hawaii	Louisiana
Idaho	Nevada
Illinois	New Hampshire
Indiana	North Carolina
Iowa	Tennessee
Kansas	Texas
Maine*	Washington
Maryland	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	
Nebraska	
New Jersey	
New Mexico	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
South Carolina	
South Dakota	
U.S. Virgin Islands	
Utah	
Vermont	
Virginia	
West Virginia	
Wisconsin	
Wyoming	

*Due to state regulations, students must secure their own practicum facility. If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective April 10, 2020**

Pages 49 - 51 (Insertion)

ONLINE EXTERNSHIP SUCCESS GRANT

The Online Externship Success Grant's intention is to assist students to overcome obstacles that may prevent them from completing their onsite externship/practicum hours. The purpose of the Online Externship Success Grant is to assist active students who are experiencing a temporary financial hardship crisis that is preventing them from being successful in starting externship hours for the required onsite practicum or impeding their ability to continue their hours while on externship. UMA students who certify such obstacles are eligible for the Externship Success Grant to cover or defray qualifying expenses if they are currently responsive to student outreach by members of the UMA staff and actively engaged in pursuing externships/practicums or externship/practicum opportunities to complete their chosen program of study at UMA.

The Online Externship Success Grant is available to students who are enrolled in UMA's online programs requiring externship/practicum (HIT or HS-PHT) and who meet specific eligibility requirements. The resources support under the Online Externship Success Grant may not exceed \$3,000 per student. Additionally, the combination of Externship Success Grant funding and placement obstacle funding from UMA's Career Services Department available to the same individual once he or she graduates cannot total more than \$5,000 for any individual student/graduate.

For any request for a resource to be provided, the student is required to complete an Online Externship Success Grant application that is submitted for three levels of approval (referred to as the Resources Committee).

Eligibility Criteria

- The student must be a student enrolled in an eligible UMA online program (HIT or HS-PHT).
- The student must be actively (responsive to outreach within 48 hours) working with their assigned Externship Coordinator to secure a practicum/externship site.
- The student must have a barrier to externship completion that is caused by a qualifying expense, i.e., an expense that is appropriate for UMA to help cover or defray and for which UMA can make payment directly to a third party.
- The student must complete the Externship Success Grant application, including indicating acceptable essential expenses that are causing the hardship.
- If the request is approved by the Resources Committee, the student must provide UMA with the appropriate vendor/provider information for payment processing.
- Once the resource is provided, the student must start, continue, and complete their externship/practicum hours without interruption (such as from withdrawal or dismissal from the program or site) to be eligible for future resources.
 - Dismissal from the program or site due to behavioral or ethical circumstances may result in automatic suspension of current and future resources.

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective August 14, 2020**

Page 51 (Deletion)

Education Partners Grant is discontinued.

**Addendum for Student Financial Assistance
(Laptop Program - Online Students Only)
Effective September 28, 2020**

Pages 51 & 52 (Replacement)

LAPTOP PROGRAM (ONLINE/CLEARWATER BLENDED STUDENTS ONLY)

UMA offers the laptop program to new, first-time enrolling Online and Clearwater blended students with the exception of Phlebotomy Technician students. The laptop program is not applicable to UMA students who previously received a laptop as part of a UMA program.

Students must be active at the time the laptop is shipping. For UMA Online students, laptops should typically arrive at the student's home between weeks 4 and 5 of the student's program start date. For eligible UMA Clearwater blended students, laptops will be shipped to the Clearwater campus for pick up by the student between weeks 3 and 4 of the student's program start date. Returning or re-enrolling Online or Clearwater blended 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). Students may purchase up to two laptops from UMA.

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. Online 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. Clearwater staff will have access to the applicable shipping and tracking information for laptops sent to the campus for distribution to eligible students. 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 Student Financial Assistance
(Laptop Program - Online Students Only)
Effective August 24, 2020**

Pages 51 & 52 (Replacement)

LAPTOP PROGRAM (ONLINE/BLENDED STUDENTS ONLY)

UMA offers the laptop program to new, first-time enrolling online/blended students with the exception of Phlebotomy Technician students. The laptop program is not applicable to UMA students who previously received a laptop as part of a UMA program.

Students must be active at the time the laptop is shipping. For UMA Online students, laptops should typically arrive at the student's home between weeks 4 and 5 of the student's program start date. For eligible UMA Clearwater blended students, laptops will be shipped to the Clearwater campus for pick up by the student between weeks 4 and 5 of the student's program start date. Returning or re-enrolling online/blended 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
(Institutional Refund Policy)
Effective October 20, 2020**

Page 56 (Replacement)

INSTITUTIONAL REFUND POLICY

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination. The date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course or the last day the student completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned Federal Student Aid within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

**Addendum for Cancellation and Refund Policies
(Institutional Refund Policy)
Effective August 24, 2020**

Page 56 (Replacement)

INSTITUTIONAL REFUND POLICY

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination. The date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for Clearwater students is the last day the student posted attendance in a course. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned Federal Student Aid within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

**Addendum for Cancellation and Refund Policies
(Institutional Refund Policy)
Effective October 20, 2020**

Pages 58 - 64 (Replacement of last paragraph for Indiana, Iowa, New Mexico, Oregon, and Wisconsin Refund Policies)

UMA is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an

approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination. The date of determination is the date UMA has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another UMA program. Refund calculations are based on the student's last date of attendance. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned Federal Student Aid within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

**Addendum for Cancellation and Refund Policies
(Institutional Refund Policy)
Effective April 28, 2020**

Pages 58 - 64 (Insertion for Indiana, Oregon, and Wisconsin Standard Term Refund Policies)
"Refunds are rounded to the nearest whole dollar."

**Addendum for Cancellation and Refund Policies
(Return of Title IV Funds Policy)
Effective October 20, 2020**

Pages 64 - 66 (Replacement)

RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. Students who cease attendance at UMA prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. UMA and/or the student must return the remaining 70%.

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

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

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

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

Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course or completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student's behalf and are less than the amount of Title IV funds earned by UMA must be returned.

UMA will return unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans

3. Direct PLUS Loans
4. Federal Pell Grant
5. FSEOG
6. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date UMA determined a student withdrew, UMA will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post-withdrawal disbursement is the result of PELL or FSEOG funds, UMA may apply the grant funds to the student's account to cover tuition. If the post-withdrawal disbursement is based on Direct Loan funds, UMA must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account, or UMA can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date UMA determined a student withdrew, UMA notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). If any federal grant aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date UMA sends a notification to the student of the overpayment or the date UMA was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to UMA or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

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

UMA returns unearned Federal Student Aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

**Addendum for Cancellation and Refund Policies
(Return of Title IV Funds Policy)
Effective August 24, 2020**

Pages 64 - 66 (Replacement)

RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. Students who cease attendance at UMA prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. UMA and/or the student must return the remaining 70%.

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

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

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

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

Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student posted

attendance in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student's behalf and are less than the amount of Title IV funds earned by UMA must be returned.

UMA will return unearned aid from a student's account in the following order:

7. Unsubsidized Federal Direct Loans
8. Subsidized Federal Direct Loans
9. Direct PLUS Loans
10. Federal Pell Grant
11. FSEOG
12. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date UMA determined a student withdrew, UMA will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post-withdrawal disbursement is the result of PELL or FSEOG funds, UMA may apply the grant funds to the student's account to cover tuition. If the post-withdrawal disbursement is based on Direct Loan funds, UMA must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account, or UMA can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date UMA determined a student withdrew, UMA notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). If any federal grant aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date UMA sends a notification to the student of the overpayment or the date UMA was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to UMA or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

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

UMA returns unearned Federal Student Aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

**Addendum for Cancellation and Refund Policies
(Return of Institutional Grant Funding Policy)
Effective October 20, 2020**

Page 66 (Replacement)

RETURN OF INSTITUTIONAL GRANT FUNDING POLICY

This policy applies to all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence, and who received Institutional Grant funding. Students who cease attendance at UMA prior to completing more than 60% of their payment period will have their Institutional Grant funding recalculated based on the percentage of a payment period attended.

For the purposes of the Return of Institutional Grant Funding policy, a student's withdrawal date is:

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

Institutional Grant funding is earned in a pro-rata manner up to and including the 60% point in the payment period. The percentage of Institutional Grant funding earned is calculated as:

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

Scheduled breaks in the student's schedule of 5 calendar days or more and/or any period of leave of absence is excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student was physically present in a course or completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment.

The percent of the payment period completed is the percentage of the Institutional Grant earned by the student. The percentage of the Institutional Grant unearned (i.e. Amount to be returned to the appropriate grant program) is 100% less the percent earned.

**Addendum for Cancellation and Refund Policies
(Return of Institutional Grant Funding Policy)
Effective August 24, 2020**

Page 66 (Replacement)

RETURN OF INSTITUTIONAL GRANT FUNDING POLICY

This policy applies to all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence, and who received Institutional Grant funding. Students who cease attendance at UMA prior to completing more than 60% of their payment period will have their Institutional Grant funding recalculated based on the percentage of a payment period attended.

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Institutional Grant funding is earned in a pro-rata manner up to and including the 60% point in the payment period. The percentage of Institutional Grant funding earned is calculated as:

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

Scheduled breaks in the student's schedule of 5 calendar days or more and/or any period of leave of absence is excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Clearwater students is the last day the student posted attendance in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

The percent of the payment period completed is the percentage of the Institutional Grant earned by the student. The percentage of the Institutional Grant unearned (i.e. Amount to be returned to the appropriate grant program) is 100% less the percent earned.

**Addendum for Student Information
(Student E-Signature Policy)
Effective June 10, 2020**

Page 68 (Insertion)

Student E-Signature Policy

UMA recognizes an electronic signature as a valid signature from students. Students use electronic signatures to enroll, for financial aid documents, to request specific documentation, update information, etc. An electronic signature is considered valid when the following condition is met:

1. UMA provides student with a unique ID number
2. Student sets his/her own password
3. Student logs into a secure site using both the ID and the password
4. The act of a student electronically signing a document has the same intent as if he/she were signing a wet ink document.

It is the responsibility and obligation of individuals to keep their email, log-in ID and password private so others cannot access and use their credentials to sign documents.

**Addendum for Student Records
(Externship/Practicum/Clinical Courses (Where Applicable))
Effective November 9, 2020**

Page 82 (Replacement)

EXTERNSHIP/PRACTICUM/CLINICAL COURSES (WHERE APPLICABLE)

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

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

For students who received a grade in a clinical/externship/practicum course, the activity may be reviewed, and upon approval, the hours may be transferred and credited towards the total clinical/externship/practicum hours required for the course. Students who have received a site dismissal for code of conduct, policy violations or other negative student actions will be not allowed to transfer any completed hours into the new course.

**Addendum for Academic Standards
(Definitions)
Effective November 9, 2020**

Page 86 (Replacement of "W = Withdraw" Section)

W = Withdraw: This grade is assigned when a student is withdrawn from a course. In each instance, the original course and any attempts to repeat/retake a course will be included as credits attempted in the Maximum Time Frame and Pace of Progress calculations.

**Addendum for Academic Standards
(Definitions)
Effective August 4, 2020**

Page 86 (Revision to "Grading Period" and "Module")

Grading Period: The grading period for all programs is the length of a module. A module is 5 - 8 weeks depending upon the program.

Module: A module is the length a of course. Modules range from 5 - 8 weeks depending upon the program.

- Clearwater general education/electives, Dental Assistant with Expanded Functions core courses are 5 weeks. Clearwater Medical Assistant, Patient Care Technician, and Nursing Assistant core course modules are 6 weeks. Clearwater Dental Assistant with Expanded Functions core course modules are 5 weeks. Clearwater Phlebotomy Technician core course module is 8 weeks. Clearwater externship courses vary in length.
- UMA Online courses are 5 weeks in length, except for RX3400 which is 7 weeks.

**Addendum for Academic Standards
(Final Grades)
Effective September 28, 2020**

Page 96 (Revisions to Third Paragraph)

Clearwater instructors post final grades within the UMA's Learning Management System (LMS) Blackboard 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 Blackboard.

**Addendum for Academic Standards
(Late Coursework)
Effective August 24, 2020**

Page 98 (Replacement)

LATE COURSEWORK

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

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

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

**Addendum for Academic Standards
(Attendance)
Effective October 20, 2020**

Pages 98 & 99 (Replacement)

ATTENDANCE

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

CLEARWATER

Regular attendance is expected to allow students to develop the skills and attitudes required in the workplace. Attendance for Clearwater students is based on the student being physically present in a course or the student completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. Due to much of the training being “hands-on,” attendance is critical to master skill sets necessary for employment.

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

Tardiness for labs and other on-campus academic sessions is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early or absences in any lab or other on-campus academic session may lead to disciplinary action.

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

UMA ONLINE

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. Attendance for UMA Online students is based on a student’s completion of academically related activities such as discussion boards, submission of assignments or an assessment

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school. Students withdrawn from school because of non-attendance may be readmitted through the established reentry process but no sooner than the next scheduled course start date.

Addendum for Academic Standards (Attendance) Effective August 24, 2020

Pages 98 & 99 (Replacement of Clearwater Section Only)

ATTENDANCE Clearwater

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

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

Tardiness for labs and other on-campus academic sessions is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early or absences in any lab or other on-campus academic session may lead to disciplinary action.

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

**Addendum for Academic Standards
(Veterans' Attendance Policy for Continued Eligibility)
Effective September 28, 2020**

Page 99 (Replacement of Clearwater Section Only)

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

Clearwater

Regular attendance for labs and other required academic sessions 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 attendance. Clearwater students who miss more than five scheduled class days or do not complete an online, academically related activity such as discussion boards, submission of assignments or an assessment 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 or do not complete an online, academically related activity such as discussion boards, submission of assignments or an assessment, 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.

**Addendum for Academic Standards
(Veterans' Attendance Policy for Continued Eligibility)
Effective August 24, 2020**

Page 99 (Replacement of Clearwater Section Only)

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

Clearwater

Regular attendance for labs and other required academic sessions 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.

**Addendum for Academic Standards
(Externship Extension)
Effective November 9, 2020**

Page 103 (Replacement)

EXTERNSHIP EXTENSION

UMA acknowledges that there may be instances where students cannot complete their externship within the allotted grading period. UMA offers an Externship Extension which is equivalent to one additional grading period. At the end of the regularly scheduled externship, students who have not completed the required externship hours will receive an Externship Extension (“EE” grade) for that grading period. Students will be scheduled for one additional grading period beginning with the first day following the end of the original grading period to complete all necessary externship hours.

Students who complete the required hours within the Externship Extension grading period will receive a final grade based on course performance. The “EE” grade for the original grading period is not changed. Unless otherwise noted in this policy, hours from the first grading period and the extension(s) are combined towards completion of the externship requirement.

Students who do not complete the required hours within the Externship Extension grading period may be granted, on a case-by-case basis, a third attempt to complete their hours with an approved appeal by the appropriate school officials. For ground students, the appeals are reviewed by a Program Director and Campus Director or designee. For UMA Online students, the Learner Service Advisor will send the appeal to the student. Once the student signs the form, it is routed to a Program Director then the Associate Director of Academic Affairs or designee for review. Unless otherwise noted in this policy, hours earned in the original grading period and subsequent extensions are added to the hours completed during the final extension grading period to determine completion of the externship requirement. For students whose appeal is denied, student earns an F if the hours are not completed by end of the grading period.

Students who do not complete the required externship hours after all allowable extensions within the same program enrollment (one extension and one appeal) will receive an “F” grade in the final grading period.

For students who receive an “F” externship grade due to site dismissal for conduct or policy violation(s) or whose performance is otherwise unsatisfactory as determined by UMA, externship hours completed during the session in question and/or associated with the policy violation or unsatisfactory performance will not be counted toward the externship requirement.

If a student is out of school for more than 180 days then resumes an attempt at completing required externship hours, no hours earned before the 180-day break will count towards the externship requirement.

**Addendum for Programs
(Health Sciences – Healthcare Technology & Systems)
Effective April 6, 2020**

Pages 125 - 128 (Deletion)

The Health Sciences – Healthcare Technology & Systems program is no longer enrolling new students as of April 6, 2020. All references to this program throughout the UMA Catalog are removed.