



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.5

(Published August 28, 2019)

Addendum Date: February 14, 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 General Information
(A Letter from the President of Ultimate Medical Academy)
Effective February 14, 2020**

Page 2 (Revision to Thomas Rametta's Title)

A LETTER FROM THE PRESIDENT OF ULTIMATE MEDICAL ACADEMY

Welcome to Ultimate Medical Academy, where we equip and empower students to excel in healthcare careers. As a nonprofit institution, it is our mission to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

There is a growing need for skilled healthcare professionals in the United States. According to the Center for Health Workforce Studies and the Bureau of Labor Statistics, between 2016-2026, more than 11 million workers will be needed to fill new and open healthcare positions. That's more than the population of most U.S. states. UMA faculty and staff are dedicated to helping students meet this rising demand.

At UMA, we care about students and their goals, and we support them through every step of their journey, both inside and outside of the classroom. We offer academic programs that are designed to match workforce needs delivered through interactive, online courses as well as hands-on training at our campus in Clearwater, Florida. We also offer academic assistance, tutoring, financial guidance and more to ensure students have the best chance at success, and our support continues after graduation with our career and alumni services.

By pursuing careers in healthcare, UMA students are not only helping to improve their own lives, they're helping to improve the lives of others, too. Whether you're a potential student, employee, business partner or supporter, I invite you to learn more about UMA by exploring our website or contacting us.

Best regards,



Thomas Rametta
President and CFO

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Best regards,



Thomas Rametta
President

**Addendum for General Information
(History/Ownership)
Effective February 14, 2020**

Page 8 (Revision to "Board of Trustees")

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community's need for training healthcare professionals. In January 2005, the school was acquired by Ultimate Medical Academy, LLC and expanded its program offerings, and launched online programs. In March 2015, Clinical and Patient Educators Association (CPEA), a 501 (c)(3) nonprofit organization, acquired UMA. UMA continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. The board of trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Theodore Polin (Vice Chair), Richard Friedman, Matthew Wootten, Christopher Hawk, M.D., Steve Burghardt, Ph.D., Sheila McDevitt, and Thomas Rametta (UMA President and CFO). Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

**Addendum for General Information
(History/Ownership)
Effective October 28, 2019**

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**Addendum for General Information
(Corporate Officer)
Effective February 14, 2020**

Page 8 (Revision)

CORPORATE OFFICER

Thomas Rametta, President and CFO

**Addendum for General Information
(Corporate Officer)
Effective October 28, 2019**

Page 8 (Revision)

CORPORATE OFFICER

Thomas Rametta, President

**Addendum for General Information
(State/Territory Specific Information)
Effective December 16, 2019**

Page 13 (Replacement for North Dakota)

- Ultimate Medical Academy is currently not enrolling students in the state of North Dakota.

**Addendum for General Information
(State/Territory Specific Information)
Effective October 28, 2019**

Page 13 (Replacement for Oklahoma)

Oklahoma

- Ultimate Medical Academy is licensed by the Oklahoma Board of Private Vocational Schools.

**Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective October 28, 2019**

Page 33 (Deletion of Math Skills Assessment for Health Sciences – Pharmacy Technician Associate Degree)

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

Background Check: Satisfactory Level I background checks are required at the time of enrollment and prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

Proof of Graduation: Prospective students choosing to enroll in the Health Sciences - Pharmacy Technician program must provide proof of high school graduation from an acceptable high school or its equivalent. Health Sciences - Pharmacy Technician prospective students initially complete an attestation, but they must provide proof of high school graduation or equivalent within 30 days from the date the student is selected and informed of proof of graduation or equivalent verification. If prospective students graduated from a foreign high school, once documentation is received UMA will send a translation and evaluation request to a third party to obtain the results within 60 days from the date the student is selected for verification. Students who do not have valid proof of graduation in the applicable time frames are cancelled and may not continue in the Health Sciences - Pharmacy Technician program.

Drug Screening: Students accepted and enrolled into this program must pass a drug screening to begin externship. Students who fail the drug screen may face dismissal from the program.

Externship Requirement: A 180-hour externship is required in this program. Students are not paid for work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Externship/practicum/clinical course hours are offered during regularly

scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship/practicum/clinical course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship/practicum/clinical course hour assignments. Students are expected to complete externship/practicum/clinical course hours within the grading period as outlined in the course description and requirements. Additional externship/practicum/clinical course hour information can be found in the enrollment packet.

State Residence: Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Health Sciences - Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which UMA is currently enrolling students. In addition, many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student's background.

Note: In addition to a satisfactory Level I background check required for admission, facilities that accept students for externships/practicums/clinicals may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

**Addendum for Admissions
(Online Orientation and Technical Requirements)
Effective December 11, 2019**

Pages 38-40 (Replacement)

ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS

Students enrolled in online 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.

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

UMA Online programs have the same goals as a traditional learning institution but due to its format, they use different methodologies than Clearwater courses. For example, while a Clearwater course uses small group discussions, an online 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 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 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 courseroom and resources which can aid in the learning process

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

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
 - Recommended 2.0 GHz frequency or above CPU
- Mac computer (Intel Processor) with 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
- 1280 X 800 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 courseroom.*

Operating Systems (OS):

- Windows OS: Windows 10
- Mac OSX: 10.12 (Sierra), 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 courseroom.*

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*** might be needed for some content, at <https://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
- Windows Based Computers:
 - Microsoft Edge Version 18+
 - Latest versions are not compatible with Flash Player
 - The latest versions are not compatible with Collaborate Ultra, used for web-meetings with some faculty members.
- Mac Based Computers:
 - Safari Versions 12+
- 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 3 Mbps but 5Mbps are recommended).

Browser Configuration:

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

SUPPORTED DEVICES AND OPERATING SYSTEMS

Online students 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 December 11, 2019**

Pages 41-44 (Replacement)

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 at statechange@ultimatemedical.edu and request authorization if they plan to move to or intend to work as a pharmacy technician in any 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.

The chart below outlines various states/territories and whether UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Health Sciences - Pharmacy Technician program:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician program.
- **Non-Enrollment State/Territory** – a state/territory where UMA is currently not enrolling/reentering students in the Health Sciences - Pharmacy Technician program.

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM’S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	NON-ENROLLMENT STATES/TERRITORIES
Alabama	California
Alaska	Connecticut
Arizona	Guam
Arkansas	Kentucky
Colorado	Louisiana
Delaware	Maine
Florida	Maryland
Georgia	Massachusetts
Hawaii	Minnesota

Idaho	Nevada
Illinois	New Hampshire
Indiana	New Mexico
Iowa	New York
Kansas	North Carolina
Michigan	North Dakota
Mississippi	Ohio
Missouri	Oklahoma
Montana	Puerto Rico
Nebraska	Rhode Island
New Jersey	South Carolina
Oregon	Tennessee
Pennsylvania	Texas
South Dakota	U.S. Virgin Islands
Vermont	Utah
Wisconsin	Virginia
Wyoming	Washington
	Washington D.C.
	West Virginia

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional pharmacy technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in. Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. State/Territory contact information is available at the following link:

<https://nabp.pharmacy/boards-of-pharmacy/>

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Guam, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due to regulatory requirements.
Alabama, Alaska, Arizona, Arkansas, Georgia, Idaho, Illinois, Indiana, Iowa, Michigan, Mississippi, Missouri, Montana, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	Additional Pharmacy Technician Information for Graduates
Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Alabama, Arkansas, Georgia, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> 1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR 2. Certified Technician (must provide evidence of PTCB)

Colorado	<p>Beginning on 3/30/2020, graduates must obtain from the State Board of Pharmacy:</p> <ol style="list-style-type: none"> 1. Provisional Certification – valid for no more than 18 months, during which time the applicant must obtain certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians. <p>OR</p> <ol style="list-style-type: none"> 2. Certification – submit application with evidence of active certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.
Delaware	<p>Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days.</p> <p>Certified Pharmacy Technicians must provide evidence of PTCB.</p>
Florida	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Florida residents begin this process after graduation.</p>
Idaho	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of second renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certified Technician (must provide evidence of PTCB or ExCPT)
Illinois	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> 1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure <p>AND</p> <ol style="list-style-type: none"> 2. Copy of pharmacy technician program certificate or diploma
Indiana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of first renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.

Michigan	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Full Licensure – submit proof of passing the PTCB or NHA exams OR 2. Limited License – requires verification of employment and is only valid during employment listed on application OR 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.</p>
Montana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR 2. Pharmacy Technician – certified by PTCB or ExCPT
Nebraska	<p>Graduates must be registered with the State Board of Pharmacy to be eligible for work as a pharmacy technician in the state.</p> <ol style="list-style-type: none"> 1. Pharmacy Technicians who register for the first time after January 1, 2016 shall be certified by a state or national certifying body approved by the board within one year from the registration date in order to be employed as a pharmacy technician in a healthcare facility.
Oregon	<p>Students residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified by passing a national certification exam through PTCB or the ExCPT and apply for/obtain the Board's Certified Oregon Pharmacy Technician License. Students must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.</p>
South Dakota	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 2. Certified Technician - submit copy of certification from PTCB or ExCPT
Wyoming	<p>Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

**Addendum for Admissions
(Health Information Technology Program Enrollment State/Territories)
Effective December 16, 2019**

Pages 44-45 (Replacement)

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES/TERRITORIES

Many states/territories have requirements regarding the practicum component of the Health Information Technology degree program. Requirements may include restrictions on virtual practicums as a substitute for the on-site practicum experience at an approved healthcare facility or may require students to arrange for and acquire their practicum site. Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the practicum component of the Health Information Technology degree 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	Virtual Practicum*	Do Not Enroll
Alabama	Guam	Connecticut
Alaska	Kentucky	Massachusetts
Arizona	Louisiana	New York
Arkansas	Nevada	North Dakota
California	New Hampshire	Puerto Rico
Colorado	North Carolina	Rhode Island
Delaware	Tennessee	Washington D.C.
Florida	Texas	
Georgia	Washington	
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kansas		
Maine**		
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		

**Addendum for Admissions
(Health Information Technology Program Enrollment State/Territories)
Effective October 28, 2019**

Pages 44-45 (Replacement)

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES/TERRITORIES

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

U.S. Virgin Islands		
Utah		
Vermont		
Virginia		
West Virginia		
Wisconsin		
Wyoming		

**Addendum for Cancellation and Refund Policies
(Withdrawal or Dismissal Procedure)
Effective January 6, 2020**

Pages 55-56 (Replacement)

WITHDRAWAL OR DISMISSAL PROCEDURE

OFFICIAL WITHDRAWAL

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

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

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

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

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

INTENT TO CANCEL WITHDRAWAL

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

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

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

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

UNOFFICIAL WITHDRAWAL

UMA will withdraw any student who:

1. Violates the published attendance policy or

2. Fails to return from a leave of absence

UMA will dismiss or expel any student who:

1. Violates the Student Code of Conduct or required policy and is used such sanction, or
2. Fails to meet the required Satisfactory Academic Progress Policy requirements

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

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

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

**Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective December 16, 2019**

Page 79 (Insertion)

GEORGIA RESIDENTS

Complaints from Georgia residents should be directed to:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
770-414-3300

<https://gnpec.georgia.gov/student-resources/student-complaints>

**Addendum for Student Records
(Dress Code – Clearwater Campus and/or Externship/Practicum/Clinical Courses Only)
Effective December 11, 2019**

Page 82 (Replacement)

DRESS CODE

UMA promotes a professional, sanitary, and safe atmosphere at all times. Appropriate attire and appearance for students is also professional, sanitary, and safe.

All students are required to comply with the following guidelines when attending courses which include clinical competencies and/or an externship/practicum:

- Clothing:
 - Scrubs (for Clearwater campus in the color designated by each program of study) should be neat, clean, professional, and unwrinkled.
 - Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes (e.g. Crocs), or mesh.
 - Undergarments must be worn as appropriate, and not visible.
 - Outerwear (e.g. sweaters, jackets, and lab coats) must be neat and clean. Students in some programs may be required to wear lab coats during certain activities.
 - UMA identification badges must be worn at all times while on campus (Clearwater Campus only) and if an externship/practicum site requires it.

- Nails must be short, neat, and natural/light nail color.
- Jewelry should be professional in appearance and kept to a minimum. Jewelry and removable accessories or cosmetics (e.g. false eyelashes) must be well-secured with no danger of falling off/out or causing contamination. No dangling, hanging, or sharp-edged jewelry or accessories.
- Body art (e.g. tattoos) should be professionally acceptable and may be required to be covered.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. Hair and/or coverings must not dangle or extend in such a way that they present a safety/sanitation hazard. Long hair must be pulled back and secure. Others may be asked to pull back their hair.
- Cosmetics must be appropriate and professional for a healthcare environment. Perfume or cologne should be used sparingly, and individuals may be asked to discontinue use of products.

Externship/Practicum sites establish their own company policies and dress codes that may differ from UMA's policy. For more information regarding or an exception to this policy, please see the Campus Director (Clearwater) or Program Director (Online).

**Addendum for Student Records
(Student Services and Records)
Effective January 6, 2020**

Page 83 (Replacement for Academic Services)

ACADEMIC SERVICES | 888-215-8215 instructors@ultimatemedical.edu (Online)

UMA offers several Academic Service options to answer student-driven questions about discussions, assignments, assessments, or other course content. Students may speak to an Academic Specialist at the number and e-mail address above for support to address general academic questions. The Academic Specialist team will also help students reach an instructor for specific content questions. Students may also contact their assigned courseroom instructor directly during office hours by telephone or at any time via e-mail. Instructor office hours and contact information is located in the UMA Puma Den and in the Faculty Availability information in the courserooms.

**Addendum for Academic Standards
(Final Grades)
Effective January 6, 2020**

Page 95-97 (Replacement)

FINAL GRADES

All coursework should be submitted for grading by the last scheduled day of a course. UMA instructors grade submitted coursework and apply the points earned from the graded coursework to calculate the final course grade for each student.

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

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

STUDENT NOTIFICATION OF FINAL GRADES

UMA generates report cards with final grade(s) for all active students within seven (7) calendar days of the regular course end date. For externship/practicum students, report cards are generated within seven (7) calendar days of

the posting of final grades. If a final grade is changed, UMA generates an updated report card within seven (7) calendar days of the final grade(s) being updated.

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

FINAL GRADING PERIOD – Online Students

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

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

INCOMPLETE GRADES – Clearwater Students

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

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

FINAL GRADE CONCERNS – During the Provisional Registration Period

Students who wish to submit a final course grade concern must contact the Campus Director or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school online students only) within 8 calendar days (excluding scheduled breaks of 5 calendar days or more) of their first course end date explaining the reason for the final grade concern.

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

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

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

The final grade concern decision is final.

FINAL GRADE CONCERNS – Officially Registered Students

Students who wish to submit a final grade concern in a course must contact the Campus Director or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school online students only) within 10 calendar days

(excluding scheduled breaks of 5 calendar days or more) of the regular course end date explaining the reason for the final grade concern.

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

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

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

The final grade concern decision is final.

**Addendum for Academic Standards
(Late Coursework)
Effective January 6, 2020**

Page 97 (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 (assignments and assessments) is expected to be completed in accordance with designated due dates during regularly scheduled courses. 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 10% of the available points for each subsequently scheduled class meeting for a maximum of a 30% 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.