



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 7.1

(Published September 1, 2023)

Addendum Date: February 12, 2025

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

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**Addendum for UMA School Catalog
(Front Cover)
Effective August 30, 2024**

Catalog Front Cover (Revision to End Date)
Effective September 1, 2023 – June 30, 2025

**Addendum for General Information
(History/Ownership)
Effective January 16, 2025**

Page 8 (Revision)

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1993 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 2015, UMA Education, Inc., a 501 (c)(3) nonprofit organization, acquired Ultimate Medical Academy, LLC. The Board of Trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Christopher Hawk, M.D., Shelley Collins, M.D., Steve Burghardt, Ph.D., Saundra Wall Williams, Ed.D., Terence L. Byrd, Hugh Campbell, Karen Jones, Sheila McDevitt, Karen Mincey, Thomas Rametta (President), Frank Rodriguez, and Kathleen Shanahan. 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 January 10, 2024**

Page 8 (Revision)

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1993 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 2015, UMA Education, Inc., a 501 (c)(3) nonprofit organization, acquired Ultimate Medical Academy, LLC. The Board of Trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Christopher Hawk, M.D., Shelley Collins, M.D., Steve Burghardt, Ph.D., Saundra Wall Williams, Ed.D., Terence L. Byrd, Hugh Campbell, Karen Jones, Sheila McDevitt, Karen Mincey, and Thomas Rametta (President). 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
(Corporate Officers)
Effective January 10, 2024**

Page 8 (Revision)

CORPORATE OFFICERS

Darlyne Bailey, Chair of the Board

Thomas Rametta, President

Linda Mignone, Executive Vice President and Chief Marketing Officer

April Neumann, Executive Vice President, Workforce Transformation

Alexandra Schaffrath, Executive Vice President, Chief Financial and Strategy Officer and Treasurer

Nicole Anzuoni, Executive Vice President, Chief Administrative Officer and Secretary

Jeffrey Reese, Associate Vice President, Deputy General Counsel – Governance, Privacy & Cyber Affairs, and Assistant Secretary

**Addendum for General Information
(School Licensure, Accreditation, and Approvals)
Effective May 20, 2024**

Page 10 (Revision)

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION

Ultimate Medical Academy's Health Information Management program is accredited by the [Commission on Accreditation for Health Informatics and Information Management Education](#) (CAHIIM). Ultimate Medical Academy's accreditation for the Health Information Management associate degree program has been reaffirmed through 2033-2034.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL 60601; by phone at 312-235-3255; or by email at info@cahiim.org.



**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective September 20, 2024**

Pages 11 - 15 (Insertion)

Virginia

- Ultimate Medical Academy is certified to offer online programs by the State Council of Higher Education for Virginia.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective August 1, 2024**

Page 15 (Revision to Utah)

Utah

- Ultimate Medical Academy is authorized to offer online programs by the Utah Division of Consumer Protection.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective July 1, 2024**

Pages 11 - 15 (Replacement)

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA PROGRAMS

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS

Ultimate Medical Academy's Clearwater campus is Licensed by Means of Accreditation by the Commission for Independent Education. Students enrolled at the Clearwater campus must be located in Florida. It is important that students are aware of the state/territory requirements for enrollment and employment. Requirements for licensure, registration, certification, and/or employment may vary by state.

A student's physical location for ground and hybrid programs is determined at the time of initial enrollment based on the ground campus at which the student attends. For programs beginning with courses that are wholly online, a student's physical location is determined at the time of initial enrollment based on the physical location/address provided by the student on the enrollment agreement unless and until the student notifies UMA as noted in this policy that they plan to begin instruction from, move to, or intend to work in any other state/territory following execution of the enrollment agreement.

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 another state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA ONLINE PROGRAMS

It is important that UMA's online students are aware of their state/territory requirements for enrollment and employment. Requirements for licensure, registration, certification, and/or employment may vary by state/territory. A student's physical location is determined at the time of initial enrollment based on the physical location/address provided by the student on the enrollment agreement unless and until the student notifies UMA as noted in this policy that they plan to begin instruction from, move to, or intend to work in any other state/territory following execution of the enrollment agreement.

Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to begin instruction from, move to, or intend to work in any other state/territory other than the location noted on the student's enrollment agreement. Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

Alabama

- Ultimate Medical Academy is licensed by the State of Alabama, Alabama Community College System.
- Ultimate Medical Academy is exempt from programmatic review by the Alabama Commission on Higher Education.
- Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is an Alabama Board of Pharmacy approved pharmacy technician training program.

Alaska

- Ultimate Medical Academy is exempt from authorization by the Alaska Commission on Postsecondary Education.
- Ultimate Medical Academy's programs are exempt from authorization under AS 14.48 and 20 AAC 17 because the programs are online or distance delivered and do not have a physical presence in the state.

Arizona

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Arizona State Board for Private Postsecondary Education.

Arkansas

- The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy certification to offer programs by distance technology.
- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code § 6-61-301.
- The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

California

- Ultimate Medical Academy is exempt from authorization to offer online programs by the California Bureau for Private Postsecondary Education.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.

Colorado

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Commission on Higher Education and Department of Higher Education – Division of Private Occupational Schools.

Connecticut

- Ultimate Medical Academy is currently not enrolling students in the State of Connecticut.

Delaware

- Ultimate Medical Academy has been granted Full Approval status by the Delaware Department of Education.

Florida

- Ultimate Medical Academy is Licensed by Means of Accreditation by the Florida Commission for Independent Education.

Georgia

- Ultimate Medical Academy is authorized to offer online programs under the Nonpublic Postsecondary Educational Institutions Act of 1990 by the Georgia Nonpublic Postsecondary Education Commission.

Hawaii

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Hawaii Postsecondary Education Authorization Program.

Idaho

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Idaho State Board of Education.

Illinois

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Illinois Board of Higher Education, Division of Private Business and Vocational Schools.

Indiana

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

Iowa

- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code_section 261B.7.

Kansas

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing UMA to legally operate a postsecondary educational institution in the state of Kansas. Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368; 785-430-4240.

Kentucky

- Ultimate Medical Academy is licensed by the Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601; 502-564-4185.

Louisiana

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Louisiana Board of Regents and the Louisiana Board of Regents, Proprietary Schools.

Maine

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Maine Higher Education Commission.

Maryland

- Ultimate Medical Academy is registered with the Maryland Higher Education Commission (MHEC) to offer fully online programs to residents of Maryland. As a condition of the registration, UMA must comply with the following Code of Maryland Regulations (COMAR): 13B.05.01.11; 13B.02.01.21; 13B.05.01.10.

Massachusetts

- Ultimate Medical Academy is currently not enrolling students in the Commonwealth of Massachusetts.

Michigan

- Ultimate Medical Academy is authorized to offer online programs by the Michigan Department of Labor & Economic Opportunity Workforce Development - Postsecondary Education.

Minnesota

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

Mississippi

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Mississippi Commission on College Accreditation.

Missouri

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Missouri Department of Higher Education.

Montana

- Ultimate Medical Academy is authorized to offer online programs by the Montana Board of Regents.

Nebraska

- Ultimate Medical Academy has been granted a Certificate of Approval to Recruit by the Nebraska Department of Education, Private Postsecondary Career Schools.

Nevada

- Ultimate Medical Academy has been granted a License to Operate by the Nevada Commission on Postsecondary Education.

New Hampshire

- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Hampshire Department of Education, Division of Higher Education and the New Hampshire Higher Education Commission for College and University Approvals.

New Jersey

- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Jersey Secretary of Higher Education.
- New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA's accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

New Mexico

- Ultimate Medical Academy is licensed by the New Mexico Higher Education Department.

New York

- Ultimate Medical Academy is currently not enrolling students in the State of New York.

North Carolina

- Ultimate Medical Academy is exempt from licensure to offer online programs by the North Carolina State Board of Proprietary Schools.
- The school's guaranty bond for unearned prepaid tuition is on file with the Board of Governors of the University of North Carolina and may be viewed by contacting the Regulatory Affairs Department at regulatoryaffairs@ultimatemedical.edu.

North Dakota

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

Ohio

- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Department of Higher Education.
- Ultimate Medical Academy's approval from the Ohio Department of Higher Education is limited to offering on-ground experiences.

Oklahoma

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

Oregon

- Ultimate Medical Academy is an educational nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR Chapter 583, Division 30. Inquiries concerning the standards or school compliance may be directed to the Commission at 3225 25th Street SE, Salem, OR 97302.

Pennsylvania

- Ultimate Medical Academy is registered in Pennsylvania as an out-of-state distance education provider to enroll residents of Pennsylvania. Ultimate Medical Academy is exempt from authorization to offer online programs by the Pennsylvania Department of Education – Division of Higher Education.

Rhode Island

- Ultimate Medical Academy is currently not enrolling students in the State of Rhode Island.

South Carolina

- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Carolina Commission on Higher Education.

South Dakota

- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Dakota Secretary of State-Post Secondary Education.

Tennessee

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.

Texas

- Ultimate Medical Academy meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption. Ultimate Medical Academy is also authorized to conduct clinical, internship or field-based educator training in the State of Texas.
- Ultimate Medical Academy is not regulated by the Texas Workforce Commission.

Utah

- Ultimate Medical Academy is currently not enrolling students in the State of Utah.

Vermont

- Ultimate Medical Academy is exempt from Certificate of Approval to offer online programs by the Vermont Agency of Education.

Washington

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.

Washington D.C.

- Ultimate Medical Academy is currently not enrolling students in Washington D.C.

West Virginia

- Ultimate Medical Academy is authorized to offer online programs by the West Virginia Higher Education Policy Commission /Council for Community and Technical College Education.

Wisconsin

- Ultimate Medical Academy is approved by the Education Approval Program (EAP) to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes § 440.52 and all administrative rules adopted pursuant to the statutes.

Wyoming

- Ultimate Medical Academy is authorized to offer online programs by the Wyoming Department of Education.

Guam

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Guam Council on Postsecondary Institution Certification.

Puerto Rico

- Ultimate Medical Academy is currently not enrolling students in the U.S. territory of Puerto Rico.

U.S. Virgin Islands

- Ultimate Medical Academy is exempt from authorization to offer online programs by the U.S. Virgin Islands Department of Education.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective June 3, 2024**

Page 15 (Revision to Utah)

Utah

- Ultimate Medical Academy is currently not enrolling students in the State of Utah.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective February 27, 2024**

Pages 11 - 15 (Replacement)

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA PROGRAMS

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS

Ultimate Medical Academy's Clearwater campus is Licensed by Means of Accreditation by the Commission for Independent Education. Students enrolled at the Clearwater campus must be located in Florida. It is important that students are aware of the state/territory requirements for enrollment and employment. Requirements vary by state. The student's physical location is determined at the time of enrollment based on the physical location/address provided by the student. UMA bases its determination of the student location through the student's self-disclosure on the enrollment agreement.

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 another state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA ONLINE PROGRAMS

It is important that UMA online students are aware of their state/territory requirements for enrollment and employment. Requirements vary by state/territory. The student's physical location is determined at the time of enrollment based on the physical location/address provided by the student. UMA bases its determination of the student location through the student's self-disclosure on the enrollment agreement.

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. These policies are consistently applied to all students.

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

Alabama

- Ultimate Medical Academy is licensed by the State of Alabama, Alabama Community College System.
- Ultimate Medical Academy is exempt from programmatic review by the Alabama Commission on Higher Education.
- Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is an Alabama Board of Pharmacy approved pharmacy technician training program.

Alaska

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- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.

Colorado

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Commission on Higher Education and Department of Higher Education – Division of Private Occupational Schools.

Connecticut

- Ultimate Medical Academy is currently not enrolling students in the State of Connecticut.

Delaware

- Ultimate Medical Academy has been granted Full Approval status by the Delaware Department of Education.

Florida

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Idaho

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Illinois

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Indiana

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Iowa

- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code_section 261B.7.

Kansas

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing UMA to legally operate a postsecondary educational institution in the state of Kansas. Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368; 785-430-4240.

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Nevada

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New Hampshire

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New Jersey

- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Jersey Secretary of Higher Education.
- New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA's accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

New Mexico

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New York

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North Carolina

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- The school's guaranty bond for unearned prepaid tuition is on file with the Board of Governors of the University of North Carolina and may be viewed by contacting the Regulatory Affairs Department at regulatoryaffairs@ultimatemedical.edu.

North Dakota

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Ohio

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- Ultimate Medical Academy's approval from the Ohio Department of Higher Education is limited to offering on-ground experiences.

Oklahoma

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Oregon

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Rhode Island

- Ultimate Medical Academy is currently not enrolling students in the State of Rhode Island.

South Carolina

- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Carolina Commission on Higher Education.

South Dakota

- Ultimate Medical Academy is exempt from authorization to offer online programs by the South Dakota Secretary of State-Post Secondary Education.

Tennessee

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.

Texas

- Ultimate Medical Academy meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption. Ultimate Medical Academy is also authorized to conduct clinical, internship or field-based educator training in the State of Texas.
- Ultimate Medical Academy is not regulated by the Texas Workforce Commission.

Utah

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Utah Division of Consumer Protection.

Vermont

- Ultimate Medical Academy is exempt from Certificate of Approval to offer online programs by the Vermont Agency of Education.

Washington

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.

Washington D.C.

- Ultimate Medical Academy is currently not enrolling students in Washington D.C.

West Virginia

- Ultimate Medical Academy is authorized to offer online programs by the West Virginia Higher Education Policy Commission /Council for Community and Technical College Education.

Wisconsin

- Ultimate Medical Academy is approved by the Education Approval Program (EAP) to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes § 440.52 and all administrative rules adopted pursuant to the statutes.

Wyoming

- Ultimate Medical Academy is authorized to offer online programs by the Wyoming Department of Education.

Guam

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Guam Council on Postsecondary Institution Certification.

Puerto Rico

- Ultimate Medical Academy is currently not enrolling students in the U.S. territory of Puerto Rico.

U.S. Virgin Islands

- Ultimate Medical Academy is exempt from authorization to offer online programs by the U.S. Virgin Islands Department of Education.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective December 28, 2023**

Page 13 (Revision for Iowa)

Iowa

- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code section 261B.

**Addendum for General Information
(Sexual Harassment Prohibited by Title IX Policy)
Effective February 12, 2025**

Pages 17 – 28 (Replacement)

SEXUAL HARASSMENT PROHIBITED BY TITLE IX POLICY

A. Scope

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

- meets the definition of Sexual Harassment;
- occurs in UMA or AI'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 School'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 the Non-Discrimination and Non-Harassment policy applicable to team members of UMAE and AIE, or the Code of Conduct for Students policies applicable to students of UMA or AI 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 the Title IX Coordinator, or to another UMA or AI official with the authority to institute corrective measures on behalf of School. Those other officials with the authority to institute corrective measures on behalf of UMA are the Campus President of UMA's Clearwater campus and the UMAE or UMA 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. Those other officials with the authority to institute corrective measures on behalf of AI are the Campus Presidents of the respective AI campus and the AI Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of AI can be reached through TitleIX@americaninstitute.edu. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only School official with knowledge.

"AI" means American Institute, as operated by AI Education, LLC ("AIE").

"Associate Title IX Coordinator" A School team member appointed by the Title IX Coordinator who is responsible for assisting in the administration of this policy. The mailing address for all Associate Title IX Coordinators is 9309 N. Florida Ave., Tampa, FL 33612. The Associate Title IX Coordinators are:

- For UMAE team member issues: Sabrina Griffith Jackson (sgriffith@ultimatemedical.edu or 813-363-2096), Tinita Wright (tihamilton@ultimatemedical.edu or 813-388-4781), and Kayla Crouse (kcrouse@ultimatemedical.edu or 813-283-6800).
- For UMA student issues, Lisa McClure (lmclure@ultimatemedical.edu or 813-676-1653).
- For AIE team member issues, Christine Bry (cbry@americaninstitute.edu or 484-332-9516)
- For AI student issues, Christine Partite (cpartite@americaninstitute.edu or 848-207-7650) for AI student issues.

"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 each School 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 School’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 School-sponsored location or event, or other circumstance over which School exercised substantial control over both the context and the Respondent to an allegation of Sexual Harassment. School’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 School, UMAE, or AIE investigate the allegation. A Formal Complaint can be filed with the Title IX Coordinator, an applicable Associate Title IX Coordinator in person, via email, or via mail or to UMATitleIX@ultimatemedical.edu for UMA and UMAE or TitleIX@americaninstitute.edu for AI and AIE. 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 School’s substantial control. If during an investigation or hearing into a Formal Complaint, a Respondent ceases being a School team member or student, School may dismiss the Formal Complaint.

“School” means UMA or AI as applicable to a student Complainant and/or Respondent and UMAE or AIE as to a team member Complainant and/or Respondent.

“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 School 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 School 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 School’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 School 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. School will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair School’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 team member who is ultimately responsible for overseeing School's compliance with Title IX. The Title IX Coordinator is Sue Edwards (sedwards@ultimatemedical.edu or 813-387-6784). The mailing address for the Title IX Coordinator is 9309 N Florida Ave #100, Tampa, FL 33612.

“UMA” means Ultimate Medical Academy, as operated by UMA Education, Inc. To the extent that Nasium Training activities are not conducted from a separate legal entity within UMA Education, Inc., such operations are included within the scope of this policy.

“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, School 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 team members 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)
 - American Institute: If the residence-based information in this section below does not apply, please see the Campus Director/Director of Education for resources.
 - Nasium Training: If the residence-based information in this section below does not apply, please email support@nasiumtraining.com.
- 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 residents of the Cherry Hill area:
 - Camden County Domestic Violence Center 311 Market St. Camden, NJ 08102 (856) 227-1234
 - Jewish Family & Children’s Service of Southern New Jersey SARAH Project 1301 Springdale Rd, Suite 150, Cherry Hill, NJ 08003 (856) 424-1333; ask for “Sarah”
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Women Against Abuse 866-723-3014 (PA)
 - Women In Transition 866-723-3014 (PA)
 - Domestic Abuse Project Delaware Co. 610-565-4590 (PA)
- For residents of the Clifton area:
 - Passaic County Women’s Center- Shelter for Assault & Abuse (973) 881-1450
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Child Abuse Hotline 877-NJ-ABUSE Child Support Assistance 877-NJ-KIDS1
 - Strengthen Our Sisters, Ringwood- women’s shelter (973) 728-0007
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
 - Statewide NJ Coalition for Battered Women 800-572-7233

- Bergen County Alternatives to DV 201-336-7575
- Shelter Our Sisters 201-944-9600
- Family Violence Program 973-484-4446
- The Rachel Coalition 973-740-1233
- New Jersey Coalition Against Sexual Assault, 800-601-7200
- East Orange Crisis Intervention Unit 973-672-9685
- Edison Rape Crisis Intervention Center 732-452-5900
- Hackensack Bergen County Rape Crisis Center 201-487-2227
- Jersey City Medical Center 201-433-6161
- Morristown Morris County Sexual Assault Center 973-829-0587
- Newark Safe & Sound Rape Crisis Center 973-972-1325
- Paterson Passaic County Women's Center 973-881-1450
- For residents of the Somerset area:
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Child Abuse Hotline 877-NJ-ABUSE
 - Child Support Assistance 877-NJ-KIDS1
 - Manavi for South Asian Women 908-687-2662
 - Bergen County Alternatives to DV 201-336-7575
 - Northeast New Jersey Legal Services 201-487-2166
 - Office of Victim-Witness Advocacy 201-646-2057
 - Shelter Our Sisters 201-944-9600
 - Alternatives to Domestic Violence 201-487-8484
 - Essex County Council of Jewish Women 973-997-WISN
 - Essex-Newark Legal Services 973-824-3000
 - Family Violence Program 973-484-4446
 - Office of Victim-Witness Advocacy 973-621-4707
 - The Rachel Coalition 973-740-1233
 - The Safe House 973-759-2154
 - Hudson County Christ Hospital Mental Health 201-795-837
 - 3 Northeast Legal Services 201-792-6363
 - Office of Victim-Witness Advocacy 201-795-6400
 - Women Rising Hotline (YWCA) 201-333-5700
 - Women's Referral Central 800-322-8092
 - Morris County Battered Women's Services 973-267-4763
 - Care Program 973-971-4715
 - Legal Services of Northwest Jersey 973-285-6911
 - Office of Victim-Witness Services 973-285-6200
 - Passaic County Northeast Jersey Legal Services 973-523-2900
 - Office of Victim-Witness Advocacy 973-881-4887
 - Strengthen Our Sisters 973-728-0007
 - Women's DV Program 973-881-1450
 - Union County Central Jersey Legal Services 908-354-4340
 - Office of Victim-Witness Advocacy 908-527-4500
 - Project Protect 908-355-4357
 - New Jersey Coalition Against Sexual Assault, 800-601-7200
 - East Orange Crisis Intervention Unit 973-672-9685
 - Edison Rape Crisis Intervention Center 732-452-5900
 - Hackensack Bergen County Rape Crisis Center 201-487-2227

- Jersey City Medical Center 201-433-6161
- Morristown Morris County Sexual Assault Center 973-829-0587
- Newark Safe & Sound Rape Crisis Center 973-972-1325
- Paterson Passaic County Women’s Center 973-881-1450
- For residents of the Toms River area:
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Child Abuse Hotline 877-NJ-ABUSE
 - Child Support Assistance 877-NJ-KIDS1
 - Catholic Charities Diocese of Trenton 732-244-8259
 - Coalition Against Rape and Abuse 609-522-6489
 - Dottie’s House 732-262-2009
- For residents of the West Hartford area:
 - ABC Women’s Ctr Incorporated: (860) 344-9292 180 E Main St, Middletown, CT
 - Alternative Living Center: (860) 714-3705, 56 Coventry St, Hartford, CT 06112
 - Covenant to Care: (860) 243-1806, 120 Mountain Ave, Ste 212, Bloomfield, CT
 - Jewish Family Services: (860) 236-1927 333 Bloomfield Ave, Ste A, West Hartford, CT
 - Manchester Domestic Violence: (860) 645-4033, Manchester, CT
 - My Sisters’ Place: (860) 895-6629, 221 Main St, Hartford, CT 06106
 - Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burrirt St, #1, New Britain, CT
 - Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
 - Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burrirt St, #1, New Britain, CT
 - Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
 - Connecticut Alliance to End Sexual Violence: (860) 282-9881, 96 Pitkin St, East Hartford, CT 06108
 - Connecticut Domestic Violence Hotline 1-888-774-2900 English, 1-844-831-9200 Spanish
 - Connecticut Coalition Against Domestic Violence (888) 774-2900
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
- 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 School Actual Knowledge of the report.

Aside from School'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, School 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 School'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, School 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 School Catalog (for students), and/or any other applicable School 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, School 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, School 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 School 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 School's Business Ethics, Conduct and Compliance policy and School'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, School 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, School will provide written notice of the additional allegations to the Complainant and the Respondent.

In appropriate cases, School 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 School 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.²

Before engaging in informal resolution, School 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.

School does not offer or facilitate informal resolution to resolve allegations that a UMAE or AIE team member Sexually Harassed a student at a School institution for which the team member was working; 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 School discovers that the conduct described in the Formal Complaint does not, even if proven, fall under the scope of this policy, School will dismiss the Formal Complaint or the portions of the Formal Complaint that are out of scope. Such conduct may be evaluated under other School policies, as applicable.

School 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 School; or
- Specific circumstances prevent School from gathering evidence sufficient to reach a determination as to the Formal Complaint or specific allegations therein.

When School 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

School 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, School 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 School 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 School 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 School 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, School 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, School will conduct a live hearing at which the Complainant, Respondent, and the decision-maker for School 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 School notice as to whether they plan to bring an advisor to the hearing.

Hearings will typically be held within 120 days of School'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 School's Compliance department and either School's Education department (where a student is the Respondent) or UMAE or AIE's People & Culture 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:

- School 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, School will provide an advisor of School'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.
- The decision-maker 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.

School 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 School 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 School 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 School imposes on the Respondent,
- Whether remedies designed to restore or preserve equal access to School’s Educational Programs or Activities will be provided by School to the Complainant; and
- School’s procedures and permissible grounds for the Complainant and Respondent to appeal.

School 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 School 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 School's conduct expectations.
- Training – One or more sessions that a team member is required to complete to School'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 School policies or otherwise does not meet School's conduct expectations during the probationary period.
- Unpaid leave – Unpaid leave from employment with School 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 School.
- Termination of employment – Separation of a team member’s employment with UMAE or AIE.

For students:

- Warning – A verbal, written, or final notice that the student has not met School’s conduct expectations.
- Training – One or more sessions that the student is required to complete to School’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 School 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 School 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 School 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 School locations and eligibility to return at a specified date.
- Expulsion – Permanent separation of the student from all School locations and ineligibility to receive specified or all School services.
- Ineligibility for Services – Permanent ineligibility to receive specified or all School 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 School.

If a Respondent is not a team member or a student, School may impose variations of the sanctions listed above that correspond to School’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 UMAE or AIE and its team members is anything other than at-will. The sanctions may be used in any order and/or combination that School deems appropriate for the conduct in question.

The Title IX Coordinator may also implement remedies designed to restore or preserve equal access to School’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 School’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, School 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, School may remove a Respondent who is a student from its Educational Programs or Activities on an emergency basis. School 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, School will provide the student with notice and an opportunity to challenge the decision immediately following the removal.

In appropriate cases, UMAE or AIE 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 UMAE’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, School 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 UMAE’s Policy Prohibiting Retaliation (for team members) and School’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, School 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 School’s responsibilities under Title IX (including but not limited to conducting investigations, hearings, and informal resolutions under this policy), School 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.

School 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

School 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 School officials are required to recuse themselves from participation in the matter(s) in which the conflict arises.

School 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 School’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, School 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

School 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, School 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
 - School will also make current training materials available on its website.

T. Violence Against Women Act Notice

In compliance with the Violence Against Women Act (“VAWA”). School prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in this policy. School provides incoming students and new team members primary prevention programs (i.e., information and training designed to prevent) and awareness programs (i.e., information and training designed to help identify) regarding these sex crimes. School also provides ongoing prevention and awareness programs (i.e., information and training available throughout enrollment or employment) regarding these sex crimes. Such information and training include a description of safe and positive options for bystander intervention (i.e., strategies for witnesses to disrupt situations involving potential sex crimes), strategies for risk reduction (i.e., to reduce the likelihood of sex crime victimization), and direction to School’s policies and procedures after a sex offense occurs. School’s compliance with these VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Addendum for General Information
(Sexual Harassment Prohibited by Title IX Policy)
Effective August 1, 2024**

Pages 17 - 28 (Revisions to Section B Definitions, "Associate Title IX Coordinator" and "UMA"; Revision to Section J; Section T Insertion)

B. Definitions

Associate Title IX Coordinator: 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 Coordinators are Sabrina Griffith Jackson (sgriffith@ultimatemedical.edu or 813-363-2096), Tinita Wright (tihamilton@ultimatemedical.edu or 813-388-4781), Kayla Crouse (kcrouse@ultimatemedical.edu or 813-283-6800), and Ingrid Johnston (ijohnston@ultimatemedical.edu or 813-387-1037) for UMAE employee issues, and Lisa McClure (lmclure@ultimatemedical.edu or 813-676-1653) for Ultimate Medical Academy student issues. The mailing address for all Associate Title IX Coordinators is 9309 N. Florida Ave., Tampa, FL 33612.

UMA: Ultimate Medical Academy, as operated by UMA Education, Inc. To the extent that Nasium Training activities are not conducted from a separate legal entity within UMA Education, Inc., such operations are included within the scope of this policy.

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 People & Culture 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.

- The decision-maker 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.

T. Violence Against Women Act Notice

In compliance with the Violence Against Women Act ("VAWA"). UMA prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in this policy. UMA provides incoming students and new team members primary prevention programs (i.e., information and training designed to prevent) and awareness programs (i.e., information and training designed to help identify) regarding these sex crimes. UMA also provides ongoing prevention and awareness programs (i.e., information and training available throughout enrollment or employment) regarding these sex crimes. Such information and training include a description of safe and positive options for bystander intervention (i.e., strategies for witnesses to disrupt situations involving potential sex crimes), strategies for risk reduction (i.e., to reduce the likelihood of sex crime victimization), and direction to UMA's policies and procedures after a sex offense occurs. UMA's compliance with these VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Addendum for Admissions (General Admissions Requirements) Effective April 1, 2024

Page 33 (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 registration, meet all necessary admission requirements, complete all required admission documents, participate in orientation prior to the start of the program, 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 or if an extension deadline is given, not to exceed the fifth week 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 enrolled through an employer partner or students 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 UMA Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Students re-entering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA’s Student Finance department by the end of the student’s first course in the re-entered program. 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 January 10, 2024**

Page 33 (Revision)

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, participate in orientation prior to the start of the program, 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 enrolled through an employer partner or students 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 UMA Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Students re-entering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA's Student Finance department by the end of the student's first course in the re-entered program. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

**Addendum for Admissions
(External Transfer Credit for Previous Education)
Effective February 27, 2024**

Pages 39 - 41 (Replacement)

EXTERNAL TRANSFER CREDIT FOR PREVIOUS EDUCATION

UMA does not guarantee transfer of credits from UMA to another institution or from another institution to UMA. All potential credits are reviewed on a case-by-case basis and accepted credits are awarded at the discretion of UMA. UMA reserves the right to limit the age of transferable credits:

- Credits earned at another institution more than three years ago generally will not be accepted for UMA core credits or UMA technology courses.
- UMA reserves the right to waive any requirements or require additional proof of mastery through skill demonstrations.
- Students must complete a minimum of 30% of the total credits in the program for which they are enrolled at UMA.

Students who previously attended UMA or another college/school/university may request a transcript evaluation to determine if any of the credits earned transfer to the student's current program of study at UMA. The student should contact the Registrar's Office at transfercredit@ultimatemedical.edu to discuss possible transfer credits.

Students applying for credit in any of the categories described below must submit official transcripts to the Registrar. Official transcripts may not be issued to the student and must be sent to:

Ultimate Medical Academy
Attention: Registrar Operations

9309 N. Florida Ave.
Tampa, FL 33612

Course descriptions and other supporting documentation may be required. Students are responsible for requesting their official transcripts and paying any required fees as required by their prior institutions. Upon review and approval, UMA grants appropriate credit and notifies students within 30 days.

UMA requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

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

1. Advanced Placement Courses approved by the College Board
2. DANTES Subject Standardized Tests (DSSTs)
3. CLEP credits that meet minimum ETS or ACE scores
4. Military training approved by ACE
5. Postsecondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education or CHEA (Council for Higher Education Accreditation)
6. Organizations that are members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO)

For students seeking transfer credits from courses taken outside of UMA, these credits must have been earned with a grade of “C” or higher. The transfer-of-credit award is based on a five-level transcript analysis conducted by course level, title and number of credits, course objectives and course description. Course credits are granted only in semester credit hours. If a transcript contains quarter hours, the quarter hours are divided by 1.5 to obtain semester credit hours. Partial hours are not rounded up. Students granted transfer credit for courses taken outside of UMA will be awarded a grade of “TC.”

External transfer credits do not affect a student’s Cumulative Grade Point Average (CGPA); however, they do affect a student’s Pace of Progress (POP) and Maximum Time Frame (MTF). Please see the Satisfactory Academic Progress (SAP) section of this catalog, and specifically the Grade Identification and Related Impact on SAP Elements chart, for more information, and note that internal transfer credits are treated differently for purposes of SAP than external transfer credits.

UMA maintains a signed, written record of transfer credit granted for previous education by Registrar. Notification is sent to the student regarding the outcome of the transfer credit evaluation. If transfer credit is awarded, notification is sent to the Student Finance department.

UMA does not offer any achievement testing.

OFFICIAL TRANSCRIPT POLICY FOR STUDENTS USING VA BENEFITS

Students using veterans’ education benefits will be contacted by the School Certifying Official to complete the Postsecondary Education (Military Only) form. This form serves as authorization for UMA to obtain military transcripts through the Joint Services Transcript System (JST). Students utilizing veterans’ education benefits are required to submit official transcripts from all previously attended institutions to the Registrar’s Office no later than the end of the first module from the start of the program. Failure to submit official transcripts from all institutions identified on the Postsecondary Education (Military Students Only) form will result in a termination of the student’s veterans’ educational benefits. If official transcripts cannot be obtained by the end of the first module from the start of the program, the student may request an extension by emailing militaryaffairs@ultimatemedical.edu. The extension cannot exceed the end of the student’s second semester/payment period of the student’s enrollment. Refusal to submit official transcripts will result in an immediate termination of the student’s veterans’ educational benefits. Within 30 days of the receipt of official transcripts, the Registrar’s office will issue an evaluation of transfer credits.

**Addendum for Admissions
(Health Information Management Program Enrollment States/Territories)
Effective September 20, 2024**

Pages 55 & 56 (Replacement)

HEALTH INFORMATION MANAGEMENT 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 Management 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.

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

*Due to state regulations, students must secure their own practicum facility.

Addendum for Admissions
(Health Information Management Program Enrollment States/Territories)
Effective August 1, 2024

Pages 55 & 56 (Replacement)

HEALTH INFORMATION MANAGEMENT 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 Management 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.

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

*Due to state regulations, students must secure their own practicum facility.

**Addendum for Admissions
(Health Information Management Program Enrollment States/Territories)
Effective June 3, 2024**

Pages 55 & 56 (Replacement)

HEALTH INFORMATION MANAGEMENT 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 Management 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.

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

*Due to state regulations, students must secure their own practicum facility.

**Addendum for Student Financial Assistance
(Additional Sources of Aid)
Effective August 1, 2024**

Page 58 (Replacement)

CHILDREN OF FALLEN HEROES SCHOLARSHIP ACT

Under this scholarship, beginning with the 2018-2019 award year, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer can receive a maximum Pell Grant for the award year for which the determination of eligibility is made.

To qualify for this scholarship, a student must be Pell-eligible, have a Pell-eligible Student Aid Index, and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship, as long as the student has a Pell-eligible Student Aid Index and continues to be an eligible student.

**Addendum for Student Information
(Code of Conduct for Students' Policy)
Effective April 15, 2024**

Page 80 - 87 (Replacement)

CODE OF CONDUCT FOR STUDENTS POLICY

ARTICLE I: TERMINOLOGY

1. The terms "School" or "UMA" means Ultimate Medical Academy.
2. The term "covered person" includes any person taking courses (either UMA Online or Clearwater and including but not limited to students who take time off between terms), or otherwise receiving or seeking to receive services from UMA.
3. The term "faculty member" means any person hired by or contracted with UMA to conduct instructional activities.
4. The term "UMA staff" means any person employed by UMA who is not a faculty member.
5. The term "member of the UMA community" includes students, faculty members or UMA staff, and any other individuals associated with UMA. The conduct administrator shall determine a person's status in a particular situation.
6. The term "UMA sites" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by UMA (including parking lots, adjacent streets and sidewalks) including the learning management system, UMA social media sites and other UMA platforms and devices.
7. The term "conduct panel" means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term "conduct administrator" means a UMA official authorized by UMA to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent UMA from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
 - a. The conduct administrator for the Clearwater campus is the Campus President or designee and can be contacted at (studentconduct@ultimatemedical.edu).
 - b. The conduct administrator for UMA Online is the Vice President, Programs and Academic Affairs or designee and can be contacted at (studentconduct@ultimatemedical.edu).
9. The term "policy" is defined as the policies, rules and procedures of UMA including, but not limited to, those found in the school catalog.
10. The term "organization" means any number of persons who have complied with the formal requirements for UMA recognition/registration as an organization.

ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the UMA community.
 - a. The panel will consist of the Conduct Administrator, a representative from Education, and a representative from Compliance, at a minimum. The panel should contain an odd number.
 - b. The committee can choose to include members from other departments dependent on circumstances.

2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.
4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction

The Code of Conduct applies to behavior that affects the UMA community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the UMA community and/or pursuit of its objectives.

Conduct – Rules and Regulations

Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV. Students are responsible for safeguarding all UMA related items and failure to do so may be deemed to rise to the level of misconduct.

1. Acts of dishonesty including, but not limited to, the following:
 - a. Furnishing false information to UMA or a governmental or accrediting agency about a student's attendance at UMA.
 - b. Forgery, alteration or misuse of any UMA document, check, record or instrument of identification.
 - c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other UMA activities, including its public service functions on or off campus, or other authorized non-UMA activities, when the act occurs on UMA sites.
3. Physical abuse, verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off UMA sites or at any UMA-sponsored activity.
4. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of UMA or property of a member of the UMA community or other personal or public property.
6. Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the School.
7. Gambling on UMA premises, at UMA functions or through the use of UMA equipment.
8. Failure to comply with directions of UMA officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published UMA policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and UMA, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on UMA premises, at UMA events, or that adversely affects the UMA community, is prohibited.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and UMA or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
15. Participation in a demonstration that disrupts normal operations of UMA or infringes on rights of other members of the UMA community; leading or inciting others to disrupt the scheduled and/or normal activities within any UMA building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
17. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.

18. Unprofessional conduct that reflects poorly on the student or UMA.
19. Abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with work of another student, faculty member or UMA official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the UMA computing system.
 - g. Introduction, reproduction and/or promulgation of any computer virus.
20. Unauthorized distribution of login information pertaining to coursework, UMA systems and any other UMA-related activities.
21. Abuse of the disciplinary system, including, but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a conduct panel.
 - b. Disruption or interference with orderly conduct of a conduct proceeding.
 - c. Knowingly instituting complaint or conduct proceedings without good cause.
 - d. Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.
 - e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
 - f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
 - g. Failure to comply with sanction(s) imposed under the Code of Conduct.
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.
22. Falsification, distortion, or misrepresentation of externship/practicum timesheets.
23. Misuse of facilities in violation of any UMA Policy or Florida Law, including but not limited to willfully entering a restroom or changing facility designated for the opposite sex on campus, and refusing to depart when directed by any administrative personnel, faculty member, security personnel, or law enforcement personnel as defined in §553.865, Florida Statutes, only with the exception of the following circumstances:
 - a. to accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person, or a person with a disability;
 - b. for law enforcement or governmental regulatory purposes;
 - c. for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
 - d. for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
 - e. if the appropriately designated restroom or changing facility is out of order or under repair, and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

For purposes of this conduct violation only, "sex" is defined pursuant to §553.865, Florida Statutes only. Any person has the right to file a complaint with the Attorney General alleging that UMA has failed to meet the minimum requirements for restrooms and changing facilities under sections 553.865(4) and (5), Florida Statutes.

Involvement of Law Enforcement

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the local law enforcement and/or other community resources concurrently. The conduct administrator or designee can provide information about how to contact local law enforcement or other local community resources.

UMA is committed to maintaining an environment that is safe for all members of the UMA community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the conduct administrator for evaluation of any appropriate measures to be taken by UMA to promote security. Complainants may also seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator so that UMA can cooperate as appropriate in the observation of the order.

UMA may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, UMA may advise external authorities of the existence and status of the Code of Conduct proceedings. UMA cooperates fully with law enforcement and other agencies in enforcing law on UMA property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

PROCEDURES

ARTICLE IV: CONDUCT PROCEDURES

Charges and Hearings

1. UMA investigates all conduct concerns.
2. Upon receiving notice of potential charges, the conduct administrator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and/or if the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as mediation). Mediation will not be used for charges involving alleged sexual misconduct.
 - a. The conduct administrator may issue a written conduct warning to a respondent or complainant where the matter is resolved by mutual consent.
 - b. The conduct administrator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a hearing. In these cases, the conduct administrator may issue a written conduct guidance to the respondent or take other action as he/she deems appropriate to advise the student regarding the behavior and UMA's expectations for future conduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing himself/herself or may require a hearing by the conduct panel when he/she believes that such a procedure is in the best interest of UMA. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator, to the Chief Compliance Officer at compliance@ultimatemedical.edu. Conduct members should recuse themselves from the panel prior to the panel if they identify there is a conflict of interest with either the complainant or respondent.
5. Hearings shall be held by a conduct panel per the following guidelines:
 - a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
 - b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson.
 - c. In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
 - d. The complainant and respondent have the right to be accompanied throughout the process by any support person they choose. All support person-related expenses are the responsibility of the complainant or respondent. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
 - e. UMA, the complainant, the respondent and the conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct panel.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator/chairperson.
 - g. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
 - h. After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
 - i. The conduct panel's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct.
6. There shall be a single record, such as an audio recording, of all hearings before a conduct panel or conduct administrator. The record shall be the property of UMA. Suspensions, dismissals, and expulsions will be noted in the respondent's academic record.
7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the available evidence shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
8. The conduct administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

Sanctions

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that UMA deems appropriate for the conduct in question.
 - a. Warning – A verbal or written notice that the respondent has not met UMA's conduct expectations.

- b. Training – One or more sessions that the respondent is required to complete to UMA’s satisfaction on a required topic.
 - c. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the respondent does not comply with UMA policies or otherwise does not meet UMA’s conduct expectations during the probationary period.
 - d. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Suspension – Separation of the respondent from UMA for a defined period, after which the respondent may be eligible to return. Conditions for readmission may be specified.
 - f. Suspension of Services – Ineligibility to receive specified services or all UMA services for a specified period, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
 - g. Dismissal – Separation of the respondent from all UMA locations and eligibility to return at a specified date.
 - h. Expulsion – Permanent separation of the respondent from all UMA locations and ineligibility to receive specified or all UMA services.
 - i. Ineligibility for Services – Permanent ineligibility to receive specified or all UMA services.
 - j. Limiting Order – Restriction on a respondent’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 (e.g. for use with allegations of sexual misconduct).
2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g. allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.
 3. Other than dismissal and expulsion, disciplinary sanctions shall not be made part of the respondent’s permanent academic record but shall become part of the respondent’s disciplinary record. Upon graduation or permanent separation from UMA, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at UMA’s discretion.

Interim Suspension/Suspension of Services

In certain circumstances, UMA may impose an interim suspension/suspension of services prior to the hearing before a conduct panel.

1. Interim suspension/suspension of services may be imposed:
 - a. To ensure the safety and well-being of members of the UMA community or preservation of UMA; or
 - b. If UMA deems that the respondent poses a threat of disruption of or interference with the normal operation of UMA.
2. During the interim suspension/suspension of services, the respondent may be denied access to UMA premises (including UMA Online and Clearwater) and/or all other UMA activities or privileges as identified by the Conduct Administrator for which the respondent might otherwise be eligible, as UMA may determine to be appropriate. In appropriate cases, UMA may notify the complainant of a respondent’s interim suspension status.

Appeals

1. A decision as to a Code of Conduct violation or sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party’s receipt of the determination letter. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing, including documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
 - a. To determine whether the original hearing was administered fairly considering the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
 - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.

- d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and finalized.

ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION

Confidentiality

UMA wishes to foster an environment in which individuals feel free to raise and discuss concerns. UMA understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, UMA may be obligated to act when it becomes aware of information relating to a complaint or issue. Confidentiality will be maintained to the extent possible and consistent with UMA's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. When possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in UMA's publicly available record-keeping.

Retaliation

UMA prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedures published in this catalog, which call for concerns to be directed to UMA Cares at umacares@ultimatemedical.edu. If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the Campus President or designee (Clearwater) or the Vice President, Programs and Academic Affairs or designee (UMA Online), who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. UMA will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

UMA Site Safety and Security

Unless otherwise posted, unauthorized use of tobacco products and e-cigarettes on UMA sites (including externship /practicum sites) or at UMA events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to UMA.

Students who witness or are victims of a crime affecting the UMA community should immediately report the incident to local law enforcement in the community in which the campus is located, and to the Campus President or designee (Clearwater) or Vice President, Programs and Academic Affairs or designee (UMA Online). UMA will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other UMA officials such as the Title IX Coordinator.

Given public concern about escalating incidents of school violence, UMA will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the interim suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery

- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing UMA’s discretion to take other action which, in UMA’s sole discretion, is necessary or advisable to promote safety and security.

UMA takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, UMA may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person’s welfare. UMA may also work with the person to determine available resources and appropriate next steps.

**Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective September 20, 2024**

Pages 89 - 93 (Insertion)

VIRGINIA RESIDENTS

Complaints from Virginia residents should be directed to:

State Council of Higher Education for Virginia
101 N. 14th Street
10th Floor, James Monroe Building
Richmond, VA 23219

<https://www.schev.edu/students/resources/student-complaints>

Addendum for Programs

(Dental Assistant with Expanded Functions, Health Sciences – Dental Assistant with Expanded Functions, Health Information Management, Medical Administrative Assistant, Health Sciences – Medical Administrative Assistant, Medical Assistant, Health Sciences – Medical Assistant, Medical Billing and Coding (Diploma), Medical Billing and Coding (Associate Degree), Medical Office and Billing Specialist, Health Sciences – Medical Office and Billing Specialist, Health Sciences – Pharmacy Technician, and Phlebotomy Technician)

Effective August 1, 2024

Pages 119 - 164 (Insertion)

While graduates will be prepared to take an applicable certification examination to enhance their employment prospects, they are not required to sit for this examination.

**Addendum for Programs
(Emergency Medical Technician)
Effective August 1, 2024**

Page 122 (Replacement)

EMERGENCY MEDICAL TECHNICIAN

Program Type: Diploma

Location: UMA Online (Residential, Blended)

Program Description

The objective of the Emergency Medical Technician (EMT) program is to prepare students for entry-level EMT-Basic level positions. The primary focus of the EMT-Basic position is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The EMT is a link from the scene to the emergency health care system. The EMT Program prepares

students with the basic knowledge and skills necessary to provide patient care and transportation including working effectively as part of a comprehensive Emergency Medical Service (EMS) response team and perform interventions with the basic equipment typically found on an ambulance. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with emergency childbirth; use the EMS communication system; initiate basic care for medical and traumatic emergencies. Lecture and lab instruction occur at our residential campus, and clinical externship is conducted at various health care settings. Out-of-class work is required.

Program curriculum meets the most recent Emergency Medical Technician-Basic National Standard Curriculum requirements approved by the U.S. Department of Transportation and the Florida Department of Health. Instruction includes two (2) hours of instruction on the trauma scorecard methodologies for assessment of adult trauma patients, pediatric trauma patients, and Sudden Unexpected Infant Death (SUID) training.

During this program, students will receive hands-on training to care for patients under guidance of licensed paramedics and the program’s Medical Director. Students will also complete a 20-hour clinical rotation at a hospital including a minimum of 10 hours within an emergency room setting and a minimum of five (5) field experiences with an emergency medical service provider team as the team transports patients to the hospital. Students will be required to pass a comprehensive final written and practical examination evaluating the skills described in the current United States Department of Transportation EMT-Basic National Standard Curriculum. Upon successful completion of this program, the graduate will be awarded a diploma in Emergency Medical Technician. Total Program: 320 clock hours/14 semester credits. Classification of Instructional Program Code: 51.0904

EMT certification is required for employment. Graduates must successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination to be eligible for certification. Students will receive course preparation to sit for the NREMT examination. Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Emergency Medical Technician program is not eligible for Federal Student Aid.

Instructional Time: 16 weeks

Normal Time: 18 weeks

Required Courses

Course #	Course Title	Semester Credits
EMS1100	Emergency Medical Technician Fundamentals	5
EMS2100	Emergency Medical Technician Clinical Lab and Externship	5

Total Program

**Addendum for Programs
(Patient Care Technician)
Effective July 1, 2024**

Page 159 (Insertion)

While graduates will be prepared to take the State of Florida Certified Nursing Assistant (CNA) examination to enhance their employment prospects in certain healthcare settings such as nursing homes, students are not required to sit for this examination. Patient Care Technicians are not a licensed profession in Florida and graduates can work as Patient Care Technicians in many settings without taking or passing the CNA examination.

**Addendum for Course Descriptions
(EMS1100 & EMS2100)
Effective August 1, 2024**

Page 168 Replacement)

EMS1100 EMERGENCY MEDICAL TECHNICIAN FUNDAMENTALS—9.5 SEMESTER CREDITS

This course is designed to instruct a student to the level of the Emergency Medical Technician-Basic. Course content serves as an introduction to the declarative knowledge and cognitive and affective skills necessary for the provision of emergency medical care at a basic life support level with an ambulance service or other specialized emergency medical service. The course is taught in accordance with the latest National EMS Education Standards for the EMTs and in alignment with state requirements. Corequisite: EMS2100

EMS2100 EMERGENCY MEDICAL CLINICAL LAB AND EXTERNSHIP—4.5 SEMESTER CREDITS

This course is designed to equip the EMT-Basic student with the psychomotor skills necessary for the provision of emergency medical care at a basic life support level with an ambulance service or other specialized emergency medical service. The course is taught in accordance with the latest National EMS Education Standards for the EMTs and in alignment with state requirements. It provides a minimum of 40 hours of in-field Basic Life Support training with an Advanced Life Support Agency and an additional 20 hours of hospital-based experience, ten of which occur within the Emergency Room setting. Corequisite: EMS1100

**Addendum for Course Descriptions
(HM1025)
Effective May 20, 2024**

Page 169 (Revision)

HM1025 MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS

This course provides an introduction to medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed. The student will develop speed and accuracy in keyboarding. Prerequisite: HM1020

**Addendum for Tuition and Fees
(UMA Cost of Attendance Charts)
Effective January 7, 2025**

Page 190 (Insertion 2025 - 2026 Charts)

UMA COST OF ATTENDANCE CHARTS (2025 – 2026)

UMA ONLINE – WITH PARENT						
Indirect with parent	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,513	\$3,867	\$3,222	\$1,933	\$1,289	\$ 644
Misc. Personal Expense	\$2,547	\$2,183	\$1,818	\$1,093	\$ 728	\$ 365
Transportation	\$2,555	\$2,190	\$1,825	\$1,096	\$ 730	\$ 366
Total Indirect Costs	\$9,615	\$8,240	\$6,865	\$4,122	\$2,747	\$1,375

UMA ONLINE – OFF CAMPUS						
Indirect off campus	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$11,258	\$ 9,647	\$ 8,040	\$4,825	\$3,215	\$1,609
Misc. Personal Expense	\$ 4,761	\$ 4,081	\$ 3,400	\$2,041	\$1,359	\$ 682
Transportation	\$ 2,555	\$ 2,190	\$ 1,825	\$1,096	\$ 730	\$ 366
Total Indirect Costs	\$18,574	\$15,918	\$13,265	\$7,962	\$ 5,304	\$2,657

INDIRECT COSTS - WITH PARENT (CLEARWATER)

AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	\$ 7,092	\$ 5,800	\$4,513	\$3,867	\$2,578	\$1,933	\$1,289	\$ 644
Misc. Personal Expense	\$ 4,002	\$ 3,275	\$2,547	\$2,183	\$1,456	\$1,093	\$ 728	\$ 365
Transportation	\$ 4,017	\$ 3,286	\$2,555	\$2,190	\$1,460	\$1,096	\$ 730	\$ 366
Total Indirect Costs	\$15,111	\$12,361	\$9,615	\$8,240	\$5,494	\$4,122	\$2,747	\$1,375

INDIRECT COSTS - WITH PARENT (CLEARWATER)

AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,513	\$3,867	\$3,222	\$1,933	\$1,289	\$ 644
Misc. Personal Expense	\$2,547	\$2,183	\$1,818	\$1,093	\$ 728	\$ 365
Transportation	\$2,555	\$2,190	\$1,825	\$1,096	\$ 730	\$ 366
Total Indirect Costs	\$9,615	\$8,240	\$6,865	\$4,122	\$2,747	\$1,375

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)

AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	17,687	14,473	11,258	9,647	6,433	4,825	3,215	1,609
Misc. Personal Expense	7,480	6,121	4,761	4,081	2,721	2,041	1,359	682
Transportation	4,017	3,286	2,555	2,190	1,460	1,096	730	366
Total Indirect Costs	29,184	23,880	18,574	15,918	10,614	7,962	5,304	2,657

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)

AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	11,258	9,647	8,040	4,825	3,215	1,609
Misc. Personal Expense	4,761	4,081	3,400	2,041	1,359	682
Transportation	2,555	2,190	1,825	1,096	730	366
Total Indirect Costs	18,574	15,918	13,265	7,962	5,304	2,657

**Addendum for Tuition and Fees
(UMA Cost of Attendance Charts)
Effective January 10, 2024**

Page 190 (Insertion 2024 - 2025 Charts)

INDIRECT COSTS - WITH PARENT (CLEARWATER)								
AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	\$ 6,919	\$ 5,659	\$4,403	\$3,773	\$2,515	\$1,886	\$1,258	\$ 628
Misc. Personal Expense	\$ 3,904	\$ 3,195	\$2,485	\$2,130	\$1,420	\$1,066	\$ 710	\$ 356
Transportation	\$ 3,919	\$ 3,206	\$2,493	\$2,137	\$1,424	\$1,069	\$ 712	\$ 357
Total Indirect Costs	\$14,742	\$12,060	\$9,381	\$8,040	\$5,359	\$4,021	\$2,680	\$1,341

INDIRECT COSTS - WITH PARENT (CLEARWATER)						
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,403	\$3,773	\$3,143	\$1,886	\$1,258	\$ 628
Misc. Personal Expense	\$2,485	\$2,130	\$1,774	\$1,066	\$ 710	\$ 356
Transportation	\$2,493	\$2,137	\$1,780	\$1,069	\$ 712	\$ 357
Total Indirect Costs	\$9,381	\$8,040	\$6,697	\$4,021	\$2,680	\$1,341

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)								
AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	17,256	14,120	10,983	9,412	6,276	4,707	3,137	1,570
Misc. Personal Expense	7,298	5,972	4,645	3,981	2,655	1,991	1,326	665
Transportation	3,919	3,206	2,493	2,137	1,424	1,069	712	357
Total Indirect Costs	28,473	23,298	18,121	15,530	10,355	7,767	5,175	2,592

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)						
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	10,983	9,412	7,844	4,707	3,137	1,570
Misc. Personal Expense	4,645	3,981	3,317	1,991	1,326	665
Transportation	2,493	2,137	1,780	1,069	712	357
Total Indirect Costs	18,121	15,530	12,941	7,767	5,175	2,592

UMA COST OF ATTENDANCE CHARTS (2024 – 2025)

UMA ONLINE						
Indirect with parent	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,403	\$3,773	\$3,143	\$1,886	\$1,258	\$ 628
Misc. Personal Expense	\$2,485	\$2,130	\$1,774	\$1,066	\$ 710	\$ 356
Transportation	\$2,493	\$2,137	\$1,780	\$1,069	\$ 712	\$ 357
Total Indirect Costs	\$9,381	\$8,040	\$6,697	\$4,021	\$2,680	\$1,341

UMA ONLINE						
Indirect off campus	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$10,983	\$ 9,412	\$ 7,844	\$4,707	\$3,137	\$1,570
Misc. Personal Expense	\$ 4,645	\$ 3,981	\$ 3,317	\$1,991	\$1,326	\$ 665
Transportation	\$ 2,493	\$ 2,137	\$ 1,780	\$1,069	\$ 712	\$ 357
Total Indirect Costs	\$18,121	\$15,530	\$12,941	\$7,767	\$ 5,175	\$2,592

**Addendum for Tuition and Fees
(UMA Cost of Attendance Charts)
Effective December 20, 2023**

Page 190 (Replacement for UMA Online Charts (2023 - 2024))

UMA ONLINE						
Indirect with parent	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,266	\$3,656	\$3,046	\$1,828	\$1,219	\$ 609
Misc. Personal Expense	\$2,408	\$2,064	\$1,719	\$1,033	\$ 688	\$ 345
Transportation	\$2,416	\$2,071	\$1,725	\$1,036	\$ 690	\$ 346
Total Indirect Costs	\$9,090	\$7,791	\$6,490	\$3,897	\$2,597	\$1,300

UMA ONLINE						
Indirect off campus	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$10,642	\$ 9,120	\$ 7,601	\$4,561	\$3,040	\$1,521
Misc. Personal Expense	\$ 4,501	\$ 3,858	\$ 3,214	\$1,929	\$1,285	\$ 644
Transportation	\$ 2,416	\$ 2,071	\$ 1,725	\$1,036	\$ 690	\$ 346
Total Indirect Costs	\$17,559	\$15,049	\$12,540	\$7,526	\$5,015	\$2,511