UMA
ULTIMATE MEDICAL ACADEMY

SCHOOL CATALOG

VOLUME 7.1

A LETTER FROM THE PRESIDENT OF
ULTIMATE MEDICAL ACADEMY

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

There is a growing need for skilled healthcare professionals in the United States. According to the U.S. Bureau of Labor Statistics, the healthcare industry is projected to have 16.97 million[1] open positions from 2021 – 2031. That's more than the population of most U.S. states. UMA faculty and staff are dedicated to helping students meet this rising demand.

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

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

Best regards,

Thomas Rametta
President

[1](Bureau of Labor Statistics. Employment by detailed occupation. Table 1.2 in the downloadable XLSX file, lines 389-J and 453-J. bls.gov/emp/tables/emp-by-major-occupational-group.htm

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Ultimate Medical Academy reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable.   The information contained herein is subject to change. When there are changes to the catalog, UMA issues a Catalog Addendum.   The catalog is not a contract; however, students are required to adhere to all policies as outlined in the catalog as well as any revised policies which may be included in the Catalog Addendum.

Location-specific Catalog Supplements contain the following information:

- Academic Calendar
- Administrators
- Faculty and Program Leadership
- Holiday Schedule
- Office Hours

GENERAL INFORMATION

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), Theodore Polin (Vice Chair), Christopher Hawk, M.D., Steve Burghardt, Ph.D., Saundra Wall Williams, Ed.D., Terence L. Byrd, Hugh Campbell, 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.

CORPORATE OFFICERS

Darlyne Bailey, Chair of the Board
Theodore Polin, Vice 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

MISSION PURPOSE AND VALUES

The mission of Ultimate Medical Academy has been developed to define the purpose of the organization and its commitment to students. It ensures that the institution effectively meets the needs of its students, team members, stakeholders and the employment community that it serves. This mission is the fruit of a collaborative effort between UMA's team members and management. The tenets of this mission reflect UMA's history and expectations for its future. The sentiment expressed in Ultimate Medical Academy's mission is shared by all personnel and reflected in their service and support.

UMA'S MISSION
Ultimate Medical Academy is a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. We strive to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

UMA'S VALUES
ACT WITH INTEGRITY
We operate honestly and ethically in a compliant fashion. We are fair and trustworthy in our interactions with all we serve. Our team members, at all levels, lead by example and strive to do the right thing for our students and for each other. We are disciplined professionals who strive to be straightforward and dependable.

CHAMPION STUDENT OUTCOMES
We live by a strong commitment to our students and are passionate about preparing them for meaningful careers. We are deeply dedicated to ensuring students' educational and career success. We excel at building our students' confidence and empowering them to reach their full potential.

COMMIT TO TEAM MEMBER SUCCESS
We are committed to our team members' success. We strive to create an environment that attracts and retains the best talent while offering continuous learning, professional development and career growth opportunities. We recognize and reward our team members for their contributions to the organization and to our students.

PURSUE RESULTS WITH PURPOSE
We pursue results with a sense of purpose reflective of our student-centered mission. We take responsibility for supporting ambitious student outcomes and hold each other accountable to this end. We think strategically and critically, greet new ideas openly, and look for innovative solutions to challenges.

HAVE FUN. BUILD ENERGY
Enjoying what we do is central to achieving our goals. Building energy, having fun, being optimistic and creating a positive working environment are all critical to our success and that of our students. We strive to be inspired and to inspire others. We consistently show appreciation and celebrate our success, both large and small.

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

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

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

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

SCHOOL LICENSURE, ACCREDITATION AND APPROVALS

Students have the right to review all documents describing accreditation, approval and licensing. Accreditation and approval documents are on display in the main reception areas of the Clearwater and UMA Online locations. These documents are also available by request from:

Email: umacares@ultimatemedical.edu
Toll Free: 800-509-5474

COMMISSION FOR INDEPENDENT EDUCATION

Ultimate Medical Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Ultimate Medical Academy may be obtained by contacting:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
888-224-6684
CIE License Numbers: Clearwater 1606 | UMA Online 4379

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

UMA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). 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. The Clearwater location is on file with ABHES as the main campus of UMA, and the UMA Online location is considered a non-main campus. Contact information for ABHES is:

Accrediting Bureau of Health Education Schools
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
(T) 301-291-7550
(E) INFO@ABHES.ORG
ABHES Accreditation Numbers: Clearwater I-213 | UMA Online I-213-02

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 2025-2026.

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.

ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION
Ultimate Medical Academy's Continuing Medical Education division is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for Global Education Group.

The Continuing Medical Education programs are not included within the institution's grant of institutional accreditation from ABHES (abhes.org).

FLORIDA BOARD OF NURSING
The Nursing Assistant program at the Clearwater campus is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C-02, Tallahassee, FL 32399-3252, 850-245-4125.

FLORIDA BOARD OF DENTISTRY
The Dental Assistant with Expanded Functions program has been approved by the Florida Board of Dentistry to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code.

The Dental Assistant with Expanded Functions program at the Clearwater campus is approved by the Florida Board of Dentistry, 4052 Bald Cypress Way, Bin C-04, Tallahassee, FL 32399-3258, 850-245-4474.

FLORIDA DEPARTMENT OF HEALTH
The Emergency Medical Technician program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight, 4052 Bald Cypress Way, Bin A-22, Tallahassee, Florida 32399-1722, (850) 245-4440.

STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS
Ultimate Medical Academy's programs are approved by the Florida Department of Veterans' Affairs State Approving Agency for Veterans' Education and Training at the Clearwater campus and UMA Online.

STATE AUTHORIZATION FOR DISTANCE EDUCATION
Licensing agency contact information can be viewed at:

ultimatemedical.edu/agencycontactinformationonline.pdf

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
- 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 Board of Governors and the North Carolina State Board of Proprietary Schools.

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 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.

ASSOCIATION MEMBERSHIPS

Ultimate Medical Academy is a member of the following associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Amplify Clearwater
- Central Pinellas Chamber of Commerce
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Diversity Council
- National Association of Student Financial Aid Administrators (NASFAA)
- Online Learning Consortium (OLC)
- Tampa Bay Chamber
- Tampa Bay Economic Development Council

UMA FACILITIES AND CONTACT INFORMATION

Each location operates under the names Ultimate Medical Academy or Ultimate Medical Academy Online. The main campus is located in Clearwater, Florida. UMA Online is a non-main campus of UMA. Contact information for both locations is listed below.

ULTIMATE MEDICAL ACADEMY – CLEARWATER (727-298-8685)
The campus is located at 1255 Cleveland Street, Clearwater, Florida, east of Missouri on Cleveland. It is accessible from US Highway 19, State Route 60/Gulf to Bay Boulevard and public transportation. Convenient parking is available. The campus meets Americans with Disabilities Act requirements for accessibility.

The Clearwater facility is divided into classrooms, laboratories, a student lounge, study areas, and administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered. The student lounge contains microwaves, refrigerators and vending machines. The media/resource area has computers and resources for both academic courses and employment search.

A separate educational center (SEC) is located at the United Way Suncoast Campbell Park Resource Center at 701 16th St S., Building 7, St. Petersburg, FL 33705. It is accessible from US Highway 275 and public transportation. Convenient parking is available. The Campbell Park Resource Center meets Americans with Disabilities Act requirements for accessibility. Support services are available remotely via phone or email.

An additional separate educational center (SEC) is located at Floriland Office Center, 9309 N. Florida Ave., Tampa, Florida. The facility is accessible from I-275 and is located at the intersection of N. Florida Avenue and E. Busch Boulevard. The area is serviced by public transportation. Convenient parking is available. The facility includes a classroom, laboratory, and student lounge. Support services are available remotely via phone or email.

ULTIMATE MEDICAL ACADEMY – ONLINE (888-205-2456)
UMA Online is located at 9309 N. Florida Ave., Tampa, Florida. The facility is accessible from I-275 and located at the intersection of N. Florida Avenue and E. Busch Boulevard. The area is serviced by public transportation. The facility includes a classroom, laboratory, and student lounge. This facility also houses administrative services shared by the Clearwater Campus and UMA Online. In addition, all distance education services are housed at this location.

DO NOT CALL POLICY

Student interaction is considered an important component of the experience at UMA; however, students may ask UMA representatives to place them on UMA's Do Not Call list. Once such request is made, UMA team members are not permitted to call or text students for a recruiting purpose unless the student's current record shows that the student has again given his/her consent to be contacted.

Do Not Call requests will not stop non-recruiting contact such as contact related to the student's active attendance at UMA, placement efforts, debt collection efforts, or legally mandated communications such as messages required by the U.S. Department of Education for federal student loan borrowers. Additionally, Ultimate Medical Academy may contact students regarding their enrollment and other educational services. Calls are recorded for quality assurance purposes.

NONDISCRIMINATION POLICY

Ultimate Medical Academy is committed to providing equal access to educational and employment opportunities. Ultimate Medical Academy prohibits discrimination based on race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of team members, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

APPLICABLE LAWS AND REGULATIONS

Ultimate Medical Academy's policies and practices are in accordance with all applicable laws and regulations including, but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Part 100 (barring discrimination on the basis of race, color, or national origin)
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination on the basis of sex)
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of a handicap)
- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110 and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 28 CFR Part 36

The Chief Compliance Officer has been designated as the administrator for Ultimate Medical Academy's compliance with Title IX of the Education Amendments of 1972. The following persons have been designated to coordinate Ultimate Medical Academy's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the American with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975:

Position Title	Location	Address	Telephone Number
Campus President	Clearwater	1255 Cleveland Street Clearwater, FL 33755	(727) 298-8685
Vice President, Programs and Academic Affairs	UMA Online	9309 N. Florida Ave., Tampa, FL 33612	(813) 676-1653

For questions or concerns regarding UMA's Non-Discrimination policy, please contact:

UMA Cares
(800) 509-5474
umacares@ultimatemedical.edu

SEXUAL HARASSMENT PROHIBITED BY TITLE IX POLICY

A. Scope

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

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

Capitalized terms have the meaning assigned in this policy.

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

B. Definitions

Below are key definitions relating to Sexual Harassment:

"Actual Knowledge" means provision of notice of Sexual Harassment or allegations of Sexual Harassment to UMA's Title IX Coordinator, or to another UMA official with the authority to institute corrective measures on behalf of UMA. Those other officials with the authority to institute corrective measures on behalf of UMA are

the Campus President of UMA's Clearwater campus, the Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of UMA can be reached through UMATitleIX@ultimatemedical.edu. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only UMA official with knowledge.

"*Associate Title IX Coordinator"* is a UMA team member appointed by the Title IX Coordinator who is responsible for assisting in the administration of this policy. The Associate Title IX Coordinator for team member issues is Kathleen Barrett (kcopersito@ultimatemedical.edu or 813-388-4766).   The Associate Title IX Coordinator for student issues is Lisa McClure (lmcclure@ultimatemedical.edu or 813-676-1653). The mailing address for both Associate Title IX Coordinators is 9309 N. Florida Ave., Tampa, FL 33612.

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

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

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

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

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

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

"*Parties" or "Party"* means the Complainant and/or Respondent.

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

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

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

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

"Title IX Coordinator" refers to the UMA team member who is ultimately responsible for overseeing UMA's compliance with Title IX. UMA's Title IX Coordinator is Sue Edwards (sedwards@ultimatemedical.edu or 813-387-6784). The mailing address for the Title IX Coordinator is 9309 N. Florida Ave., Tampa, FL 33612.

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

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

C. Prohibition on Sexual Harassment

As required by Title IX, UMA expressly prohibits discrimination on the basis of sex, including Sexual Harassment, in its Educational Programs and Activities and is committed to fostering an environment for both students and 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) – mutualofomaha.com/eap; 800.316.2796
- For students:
    - UMA's Student Guidance Center (confidential resources available) – ultimatemedical.edu/help; (web id: UMASAP) or 866.797.1622 (open 24/7)
- For residents of the Tampa Bay area:
    - The Spring of Tampa Bay – thespring.org; 813.247.7233 (open 24/7)

- o CASA (Community Action Stops Abuse) of St. Petersburg - casa-stpete.org; 727.895.4912 (open 24/7)
- o Crisis Center of Tampa Bay – CrisisCenter.com; 813.694.1964 or 211 (open 24/7)
- For all:
  - o 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: hotline.rainn.org/online
    - State specific resources can be found at rainn.org/state-resources

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

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

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

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

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

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

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

If the allegations <u>do</u> fall within the scope of this policy, the Title IX Coordinator will promptly (i.e., generally within seven days of receipt of Actual Knowledge) reach out to the Complainant, who may or may not be the person who made the report, and: (1) discuss any appropriate Supportive Measures, and (2) provide the process for filing a Formal Complaint. If the Complainant declines to file a Formal Complaint, the Title IX Coordinator may choose to initiate a Formal Complaint. No other person is eligible to file a Formal Complaint under this policy.

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

F. Notice of a Formal Complaint

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

- notice of the investigation and hearing procedure set out in this policy,
- notice of the allegations of Sexual Harassment, including sufficient details known at the time (including the identities of known Parties involved in the allegations) and with sufficient time to prepare a response before any initial interview,
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding violation of this policy is made at the conclusion of the process,
- a statement that the Complainant and Respondent may have an advisor of their choice, who may be, but is

not required to be, an attorney,

- a statement that UMA will, within a reasonable amount of time after a request from a Complainant or Respondent, provide an advisor to a Complainant or Respondent who does not identify their own advisor,
- a statement that even if a Complainant or Respondent does not request an advisor, one will be provided at the hearing if the Complainant or Respondent does not bring their own advisor to the hearing,
- a statement that the Complainant and Respondent may inspect and review evidence compiled during the investigation, and
- a statement that UMA's Business Ethics, Conduct and Compliance policy and UMA's Code of Conduct for Students policy prohibit knowingly making false statements or knowingly submitting false information during the process.

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

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

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

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

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

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

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

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

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

Formal Complaint or specific allegations therein.

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

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

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

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

The inspector will compile an investigation report that fairly summarizes the relevant evidence. Prior to completion of the investigative report, and typically within 60 days of the date on which the written notice of allegations was provided to the Complainant and the Respondent, UMA will send to the Complainant and the Respondent (and, if applicable, their advisor(s)) the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will be given 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

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

J. Hearing and Deliberation
No earlier than 10 days after the investigation report is completed and provided to the Complainant and Respondent, UMA will conduct a live hearing at which the Complainant, Respondent, and the decision-maker for UMA will have the opportunity to ask questions of the Parties and witnesses. The Complainant and Respondent will be given

written notice of the date, time, location, participants, and purpose of hearing with sufficient time to prepare to participate. The parties will be asked to give UMA notice as to whether they plan to bring an advisor to the hearing.

Hearings will typically be held within 120 days of UMA's receipt of a Formal Complaint, subject to availability of the Parties, witnesses, and decision-makers, and barring legitimate circumstances that give rise to delay in the process.

The hearing shall be overseen by a panel of trained individuals who will collectively act as the decision-maker. The panel shall include an odd number of individuals, with, at minimum, representation from UMA's Compliance department and either UMA's Education department (where a student is the Respondent) or UMA's Human Resources department (where a team member is the Respondent). Neither the Title IX Coordinator nor the investigator who completed the investigation that is the subject of the hearing may participate as a decision-maker.

All hearings will be conducted via video conference in which the Complainant, the Respondent, and the decision-maker are located in separate rooms. The hearing will be conducted in a manner that allows the participants to simultaneously see and hear each other.

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

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

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

After the hearing, the decision-maker will deliberate in private and determine (by majority vote in the case of a panel) whether the Respondent has violated this policy. The decision-maker's determination will be made based on

a preponderance of the evidence standard, i.e., whether it is more likely than not that the Respondent violated the policy. No Respondent may be found to have violated this policy solely because the Respondent failed to appear at a hearing; if the Respondent does not participate, the available evidence will be considered. Likewise, a Respondent may be found to have violated this policy even in instances where the Complainant has not participated in the hearing.

K. Written Notice of Determination

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

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

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

L. Sanctions and Remedies

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

For team members:

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

For students:

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

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

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

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

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

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

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

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

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

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

Within 30 days of the deadline for Parties to submit written statements in support of or challenging the outcome, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the

result, which will be provided simultaneously to the Complainant and the Respondent. The decision of the decision-maker for any appeal is final.

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

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

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

P. No Retaliation for Reporting Sexual Misconduct or Participating in Related Investigations
Team members have a duty to report Sexual Harassment they experience or observe. Retaliation against a team member for good faith reporting or participating in an investigation of Sexual Harassment is prohibited.

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

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

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

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

UMA reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual, or to otherwise comply with its obligations to maintain a safe and discrimination-free environment. Any public release of information to comply with the timely warning provisions of the Clery Act

will not include the names of Complainants or reporters, or information that could easily lead to a Complainant's or reporter's identification.

R. Training

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

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

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

Additionally, UMA will provide targeted training as follows:

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

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

S. Record-Keeping

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

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

an informal resolution process
- o   UMA will also make current training materials available on its website.

AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act state that qualified students with disabilities who meet the technical and academic standards at Ultimate Medical Academy may be entitled to reasonable accommodations. The ADA defines a disability as a chronic, long-term, physical or mental impairment that substantially limits one or more major life activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.) Ultimate Medical Academy is committed to providing access to all its programs, activities and services whenever possible and makes reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

The ADA requires UMA to perform an individualized assessment for each student that requests accommodations. UMA is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation of a disability, unless the disability is visually apparent. UMA has the right to establish professional criteria to be used in reviewing the documentation.

"Reasonable accommodation" is the term used by the ADA and the Rehabilitation Act for changes made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Note that UMA is not required to fundamentally alter the nature of its academic programs to accommodate students.

It is the responsibility of a student to identify him/herself to the Office of Disability Services should he/she want to request any type of accommodation. Students have the right and responsibility to:

- Choose whether to disclose their disability. If a student does not want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student's academic performance. UMA requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- Communicate in a timely manner with the Office of Disability Services about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Office of Disability Services as soon as possible to request accommodations.
- Contact UMA Cares immediately if the student has any concerns or feels there is discrimination against him/her because of a disability.

DISABILITY SERVICES

Ultimate Medical Academy will provide reasonable and individualized academic accommodations for students who have demonstrated a need for such accommodations due to their disabilities and have requested reasonable and appropriate accommodations. If you have a disability and would like to request accommodations, you must follow the reasonable procedures contained in the Disability Services Manual. The Disability Services Manual, forms and additional information on the Office of Disability Services can be requested at disabilityservices@ultimatemedical.edu.

The Office of Disability Services is the primary office responsible for the coordination of services for students with disabilities. If you are seeking reasonable and appropriate accommodations, you must contact the Office of Disability Services. To contact the Office of Disability Services, please call 888-333-1454 or email disabilityservices@ultimatemedical.edu.

PREGNANT STUDENTS

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. The prohibition includes discrimination against pregnancy or pregnancy related conditions.

UMA is committed to supporting pregnant students so that they can stay in school and complete their education, and thereby build better lives for themselves and their children. Students may request an accommodation due to pregnancy, nursing, or pregnancy-related conditions through the Office of Disability Services at888-333-1454 or email disabilityservices@ultimatemedical.edu.

DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination based on age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Ultimate Medical Academy encourages you to bring all complaints or grievances regarding such discrimination to its attention.

A discrimination grievance is any complaint regarding discrimination based on age, race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sex, sexual orientation, marital status, genetic information, or military or veteran status including sexual harassment, or disability by Ultimate Medical Academy or any Ultimate Medical Academy team member, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. Ultimate Medical Academy will investigate all complaints or grievances thoroughly and promptly.

You should first bring the grievance to the attention of UMA Cares whose contact information appears below, as soon as possible following the occurrence of the alleged discrimination.

UMA Cares
(800) 509-5474
umacares@ultimatemedical.edu

1. The grievance must be in writing and contain the following information:
   a. Your name and address
   b. Description of and date of alleged violation and the names of any witnesses
   c. Names of persons responsible for the alleged violation (if known)
   d. Requested relief or corrective action, if applicable and
   e. Any background information or documentation you believe to be relevant
2. A complaint should be filed within thirty days after the complainant becomes aware of the alleged violation. Complaints received later than thirty days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. Within a reasonable time, following receipt of the grievance, Ultimate Medical Academy will complete its investigation and provide notice to you and all alleged responsible parties of the outcome of the investigation and the basis for its decision.
5. If Ultimate Medical Academy determines that discrimination has occurred, it will take appropriate action to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate.

6. Any party to the complaint may request reconsideration of UMA's determination if he or she is dissatisfied with it. Requests for reconsideration must be made in writing to the Campus President (Clearwater) or Vice President, Programs and Academic Affairs (UMA Online) within seven days of the receipt of the determination and/or recommendation(s). The Campus President (Clearwater) or Vice President, Programs and Academic Affairs (UMA Online) will respond to the request for reconsideration within thirty days. Reconsideration decisions are final.

You may also contact the U.S. Department of Education Office for Civil Rights at:

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Tel: 800-421-3481 (Toll Free)
Fax: 202-453-6012
TDD: 800-877-8339 (Toll Free)
Email: mocr@ed.gov

You may file a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. You do not have to complete the Ultimate Medical Academy grievance process before contacting the Office for Civil Rights.

Retaliation against any complainant under this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure is prohibited. If you believe that you are being subjected to retaliation, please immediately notify UMA Cares.

ADMINISTRATIVE BODY AND FACULTY
A listing of all current administrative staff and faculty may be found in the Catalog Supplement for each school location.

ADVISORY BOARD
UMA works closely with the appropriate Advisory Boards to address a broad range of topics that include the program's mission, objectives, curriculum, student outcomes and annual evaluation of the program and feedback from a variety of constituents.

Each academic program or each group of similarly referenced, academic programs at Ultimate Medical Academy is required to have an Advisory Board.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY
UMA supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students or team members on UMA's property or as part of any UMA activity is prohibited. UMA may request drug screens for:

- Students preparing for externship or practicum, as required
- Graduates who request this service while qualifying for employment
- Any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or practicum site, on UMA's property, or while participating in any UMA activity/event. (Covered student 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 receive or are seeking to receive services from UMA.)

UMA publishes the Drug and Alcohol policies in its *Campus Safety and Security Report*. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The Clearwater report can be accessed through the following link:

ultimatemedical.edu/pdfs/Drug-and-Alcohol-Abuse-Prevention.pdf

CAMPUS SAFETY AND SECURITY REPORT

UMA publishes its policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near its Clearwater campus in its *Campus Safety and Security Report*. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The report can be accessed through the following link:

Clearwater
ultimatemedical.edu/sites/default/files/clearwatercampuscrimestatistics.pdf

CONSUMER INFORMATION

To help students and families make better-informed decisions about higher education, UMA publishes a guide to sources of consumer information, school policies and disclosures as required under the Higher Education Opportunity Act and other legislation.

ultimatemedical.edu/consumerinformation.pdf

For more information about the Higher Education Opportunity Act, please refer to the U. S. Department of Education website (ed.gov). Additionally, the right to request and receive this information in writing is available by contacting the Campus President or designee at UMA's Clearwater location during regular business hours or by emailing:

umacares@ultimatemedical.edu

MILITARY AND VETERANS' INFORMATION

Service members should speak with their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling. To ensure our service members, veterans, spouses, and other family members may have the information needed to make an informed decision concerning their well-earned federal military and veterans' educational benefits, please visit the following sites:

- The College Scorecard which is a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school and is located at:

collegecost.ed.gov/scorecard

- The College Navigator which is a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at:

nces.ed.gov/collegenavigator

- The College Finance Plan is a consumer tool designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The College Finance Plan can be accessed at:

UMA Online
collegefinanceplan-online.ultimatemedical.edu

Clearwater
collegefinanceplan-clw.ultimatemedical.edu

- The "Paying for College" webpage which can be used by prospective students to enter the names of up to three schools and receive detailed financial information on each one and to enter actual financial aid award information. The tool can be accessed at:

consumerfinance.gov/paying-for-college

ADMISSIONS

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.   All associate degree program students must submit proof of having earned a high school diploma or equivalent prior to the completion of the provisional registration period. 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.

PROVISIONAL REGISTRATION STATUS

All students starting a new UMA program will be registered on a provisional basis for the first module of their first term in the program except for the Health Sciences - Pharmacy Technician and Emergency Medical Technician programs. Health Sciences - Pharmacy Technician students will be registered on a provisional basis for the first two modules of their first term. Emergency Medical Technician will be registered on a provisional basis for the first six weeks of the program. Provisionally registered students are not required to pay tuition and do not receive Federal Student Aid.

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

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

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

For programs one semester or shorter:
During the provisional registration period, students are not billed tuition. Once a student confirms their registration, they will be billed tuition. Students enrolled in programs shorter than one semester are not eligible for federal financial aid.

For programs longer than one semester:
During the provisional registration period, students are not billed tuition and are not eligible for financial aid. Once the student becomes officially registered, the student will be billed and aid will be paid accordingly.

READMISSION POLICY FOR MILITARY PERSONNEL

Ultimate Medical Academy will readmit students who have been on active-duty service in the Armed Forces (including Reserves and National Guard) with the same academic status as when last attended if the following conditions are met:

- A student provides written notice of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring his/her absence
- A student reenrolls within three years after completion of service
- A separation from service was not dishonorable

Degree requirements in effect at the time of each service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence. Adjustments to degree requirements may be made as a result of formal changes to academic policy.

UMA GRADUATES SEEKING TO ENROLL IN ADDITIONAL UMA PROGRAMS

UMA graduates who wish to enroll into another UMA program in a different track will need to meet additional criteria prior to enrolling. Graduates of a UMA diploma program moving to the corresponding UMA associate degree program are excluded from these requirements.

UMA graduates whose additional enrollment requires approval must meet the criteria listed below to be considered for enrollment into the additional UMA program:

- Must have a cumulative grade point average (CGPA) of 3.0 or higher from the prior UMA program.
- Must be in good academic standing with no dismissals or expulsions on record with UMA.
- Cannot have any UMA Student Code of Conduct or Scholastic Honesty violations on record.
- Must have graduated from their previous program more than 90 days prior to applying for additional enrollment.
- Must provide written response to Statement of Educational Commitment questions
- Must provide supplemental documentation to support essay.

Graduates should contact an admissions representative or reentry advisor for additional information. UMA reserves the right to limit the number of multiple enrollments attempts.

ADDITIONAL ADMISSIONS REQUIREMENTS/SPECIFIC PROGRAM INFORMATION

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)
HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY

Background Check: A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program. Students may appeal background check eligibility decisions to UMA; UMA retains discretion as to whether a student's background check results meet admission requirements.

Externship Requirement: A 240-hour externship is required in this program. Students are typically not paid for work performed during externship course activities. All school rules apply to externship course hours. Externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship course site assignments. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements. Additional externship course information can be found in the enrollment packet.

Note: Facilities that accept students for externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

EMERGENCY MEDICAL TECHNICIAN (DIPLOMA)

Employer Employment Eligibility Criteria: Students may not directly enroll in the Emergency Medical Technician (EMT) program. All EMT students will be enrolled in alignment with employer workforce training program partnership agreements. As such, students must be employed by the employer partner prior to enrollment and must maintain such employment for continued program eligibility.

Clinical Externship Requirement: A 20-hour hospital-based clinical externship (minimum 10 hours in Emergency Department) and 40 hours of pre-hospital emergency medicine field experiences resulting in patient transport (minimum of five) with an Advanced Life Support Agency is required in this program. Clinical hours may be scheduled with affiliate organizations Sunday through Saturday. All school rules apply to clinical externship hours. UMA does not guarantee the availability of specific clinical externship days or shifts. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: In addition to meeting employer employment eligibility criteria, facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Physical Demands: EMT students must be physically capable of performing the essential functions of the occupation, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Participation requires strenuous physical exertion, including without limitation, standing or sitting for long periods, bending, lifting and moving heavy equipment and patients in a variety of environmental and dangerous conditions, performing CPR and other lifesaving maneuvers.

Participation is not recommended for people with heart disease, back or spinal cord injuries, or other serious physical impairments. To work in and/or attend externship in partnering hospitals and basic life support providers, apprentices must meet vaccination requirements.

HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

Background Check: Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students may be cancelled/withdrawn if results are determined to be unsatisfactory.
Note: Although a drug screen is not an enrollment requirement, students enrolling in this program should be aware that they may be required to pass a drug screening to be employed in the field after graduation.

HEALTH INFORMATION MANAGEMENT (ASSOCIATE DEGREE)

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

Practicum Requirement: A 90-hour practicum is required in this program at an approved healthcare facility. All school rules apply to students while completing practicum course hours. Practicum course hours are offered during the practicum site's regularly scheduled business hours. UMA does not guarantee the availability of night or weekend practicum course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making practicum course site assignments. Students are expected to complete practicum course hours within the grading period as outlined in the course description and requirements. Please refer to the Health Information Management Program Enrollment States/Territories Chart at the end of the Admissions section of this catalog.

State Residence: Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Management program.

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

HEALTHCARE ACCOUNTING (ASSOCIATE DEGREE)
Background Check: Enrollment is contingent upon a satisfactory Level I background check for this program by the eighth calendar day after the start. Students may be cancelled/withdrawn if results are determined to be unsatisfactory.

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

MEDICAL ASSISTANT (DIPLOMA)
HEALTH SCIENCES – MEDICAL ASSISTANT (ASSOCIATE DEGREE) – FOR GRADUATES OF CORRESPONDING DIPLOMA PROGRAM ONLY
Background Check: A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program. Students may appeal background check eligibility decisions to UMA; UMA retains discretion as to whether a student's background check results meet admission requirements.

Clinical Externship Requirement: A 220-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: Facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

NURSING ASSISTANT (DIPLOMA)
Background Check: A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Students who do not pass the background check may be cancelled/withdrawn from the program.

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

Clinical Externship Requirement: A 45-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course

information can be found in the enrollment packet.

Note: Facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your program director for further clarification.

PATIENT CARE TECHNICIAN (DIPLOMA)

Background Check: A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Another background check will be run toward the end of the didactic/laboratory portion of the program prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

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

Clinical Externship Requirement: A 180-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: Facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

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

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

Skills Assessment: Prospective students seeking to enroll in the Health Sciences – Pharmacy Technician program must complete a skills assessment while in their first course. Provisional students are allowed one attempt at the skills assessment.

- Provisional students that score within the Level 3 range in all areas are not required to complete remediation.
- Provisional students that score within the Level 2 range in any area will be required to complete 20 hours of remediation before the completion of their second module. If remediation hours are not successfully completed, the student will be cancelled.
- Provisional students that score within the Level 1 in any area will be cancelled from the Health Sciences - Pharmacy Technician program.

Skills Assessment Score	Math	Reading	Writing
Level 3	27 and above	80 and above	59 and above
Level 2	21 - 26	53 - 79	33 - 58
Level 1	20 or below	52 or below	32 or below

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

Externship Requirement: A 180-hour externship is required in this program. Students are typically not paid for work performed during externship course activities. All school rules apply to externship course hours. Externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship course site assignments. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements. Additional externship course information can be found in the enrollment packet.

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

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

PHLEBOTOMY TECHNICIAN (DIPLOMA)
Background Check: A satisfactory Level I background check is required by the eighth calendar day after the start. UMA generally uses the Agency for Health Care Administration (AHCA)'s basic background eligibility requirements to screen background checks at the point of admission. Students who do not pass the background check may be cancelled/withdrawn from the program.

Clinical Externship Requirement: An 80-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

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

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.

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.

DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS

Unofficial transcripts, course descriptions and/or the school's catalog/school's URL for an electronic catalog should be provided to the Registrar's Office for initial evaluation. To complete a final transfer credit evaluation, Registrar must receive an official copy of all applicable transcripts.

- Official transcripts should be received before the start date of the course for which transfer credit is sought.
- Transcripts received after the course start date may be denied eligibility for official transfer credit.
- At the time of reentry to UMA and upon request from the student, external transfer credits will be reevaluated.

Upon review, UMA grants appropriate credit and notifies the student in writing within 30 days of receipt of official transcripts.

ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS

(For additional information, please refer to Additional Associated Courses and Internal Transfer Credits Information in the Grading Scales section.)

UMA students who return to UMA are subject to having their courses reviewed. A student is subject to an expiration date review if he/she has not graduated from a UMA program. Any course codes that have changed will no longer apply if the course code is no longer a part of the program requirement, unless an equivalency crosswalk for the course code has been established by UMA. UMA core courses have an expiration date of 10 years if the student has not successfully completed the program; UMA reserves the right to review courses that are less than 10 years old if there have been significant curriculum changes. For Clearwater programs with practical laboratory competencies, a student reentering after one year is required to complete and pass a competency check off. Registrar will review courses upon reentry and unassociate any courses that no longer apply to the program due to the 10-year expiration timeframe.

Campus to campus transfers must be evaluated by the Registrar for eligibility for enrollment at the new UMA campus.

For students who have successfully completed an eligible UMA diploma program and are entering a corresponding associate degree program, generally all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program, subject to the other provisions of this policy.

When same or equivalent courses in one UMA program and their grades are accepted for transfer into another UMA program, the transferred credits and grades count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade Identification and Related Impact on SAP Elements chart in the Satisfactory Academic Progress section of this catalog.

CREDIT FOR EXPERIENTIAL LEARNING

As an Ultimate Medical Academy student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning through Pearson Pathways courses. Credit for experiential learning from Pearson Pathways courses is available only to Ultimate Medical Academy matriculated students, in the programs aligned with the specific courses they completed (Programs that contain HT1300, ME1000, or MG2150 are currently included). Students must complete all the required coursework with a score of 80% or higher to be eligible. Documentation for experiential learning credit will be reviewed by Ultimate Medical Academy's Office of Registrar.

As part of your request for experiential learning credit, UMA will review documentation from Pearson Pathways learning experience that demonstrates acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on assessment from a qualified UMA faculty member.

Credits awarded for experiential learning 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. Students must complete at UMA a minimum of 30% of the total credits in the program for which they are enrolled at UMA.

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

You can request review of evaluation for experiential leaning by contacting the Registrar's office at transfercredit@ultimatemedical.edu. A faculty member qualified in the academic field will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit. Upon review and approval, UMA grants appropriate credit and notifies students within 14 days.

TRANSFER OF UMA CREDITS

No representation is made whatsoever concerning the transferability of credits earned at UMA to any other institution. A receiving institution controls acceptance of credits, and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether another institution accepts UMA credits.

ARTICULATION AGREEMENTS

An articulation agreement is an understanding or agreement between institutions to accommodate the movement of students and the transfer of credits between institutions. UMA has articulation agreements with the following institutions:

Bellevue University: This agreement is designed to allow UMA graduates to transfer select credits earned at UMA to Bellevue University with minimal delay and disruption in their educational process. Bellevue University will admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into Bellevue degree programs listed in Bellevue University's undergraduate catalog, subject to the university policies and procedures.

Eastern International College: This agreement is designed to allow UMA graduates to transfer select credits earned at UMA to Eastern International College with minimal delay and disruption in their educational process. Eastern International College may admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into

select Eastern International College's bachelor's degree programs, subject to university policies and procedures. Eastern International College will individually evaluate credits earned at UMA to determine the applicability to the Eastern International College programs and the eligibility for transfer credit acceptance.

Excelsior College: This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA to Excelsior College with minimal delay and disruption in their educational process. Excelsior College may admit graduates of select UMA associate degree programs with a minimum CGPA of 2.0 into select bachelor's degree programs, subject to college policies and procedures. Excelsior College will individually evaluate credits earned at UMA to determine the applicability to the Excelsior programs and the eligibility for transfer credit acceptance. UMA graduates applying for the Bachelor of Science in Nursing program at Excelsior College must hold an active RN license.

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

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

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

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

University of Arizona Global Campus: This agreement is designed to allow UMA associate degree graduates to transfer select credits earned at UMA to University of Arizona Global Campus (UAGC) with minimal delay and disruption in their educational process. Students who complete the courses listed on the Course Transfer Guides with a grade of "C-" or better will receive transfer credit for those courses that are required in their chosen program of study at UAGC, subject to university policies and procedures. Should additional requirements be met, a maximum of nine "D" grade credits may also be applied in transfer. UAGC will individually evaluate credits earned at UMA to determine the applicability to UAGC programs and the eligibility for transfer credit acceptance.

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

For additional information on UMA's articulation agreements, please contact studentaffairs@ultimatemedical.edu.

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during a student's enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or job placement. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as pharmacy technician, nursing assistant. Other states may have licensing requirements for several UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an externship/practicum or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

UMA covers some programs' certification/licensure examination fee once certain requirements, as established by each location, have been met prior to sitting for the exam. Please contact the Program Director (Clearwater)/Certification Department (UMA Online) to inquire about program specific requirements.

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

Programs	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>meets</u> the state/territory educational requirements for licensure or certification	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>does not meet</u> the state/territory Education requirements for license or certification Note: UMA does not enroll students from these states/territories	States/Territories for which Ultimate Medical Academy <u>has not made a determination</u> that its curriculum meets the state/territory education requirements for licensure or certification Note: UMA does not enroll students from these states/territories	States/Territories for which there is not a licensure or certification requirement
Dental Assistant with Expanded Functions (DAEF)	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California,	N/A

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

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

			Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
Emergency Medical Technician (EMT) Upon completion of the EMT program at UMA, students are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT). Upon successfully passing this national examination, the students will be granted Florida certification.	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	N/A

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Facilities that accept students for externships/practicums associated with our programs and employment upon graduation may conduct criminal or personal background checks as well as random or pre-placement drug testing. UMA expects that students in its programs can meet the criminal background check and drug test

requirements of the externship/practicum sites. UMA may also request drug screens for any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or practicum site, on UMA's property, or while participating in any UMA activity/event. (Covered student 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 receive or are seeking to receive services from UMA.)

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those facilities for externships/practicums or employment.

Drug testing may be required by healthcare facilities before acceptance and/or during the externship/practicum. If at any time a student tests positive on a drug test, the student will be removed from, or may not be allowed to start at, the externship/practicum site and may be subject to withdrawal from the program.

Students who have questions regarding how these issues may affect their externship/practicum placement, ability to graduate, or potential employment should discuss this with the Program Director or Career Services staff. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed at (or is involuntarily released from) an externship/practicum site due to an adverse result on either a criminal background check or random or pre-placement drug test may be dismissed from the program. Please see the General Admissions Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog for additional background check information.

SPECIAL MEDICAL REQUIREMENTS

If required by an externship/practicum site or mentioned above, a student must provide proof of satisfactory health status by submitting a signed Statement of Health and confirm freedom from communicable disease by submitting a current negative PPD test or chest X-Ray. Externship/Practicum sites may also require proof of health insurance prior to beginning the externship/practicum experience. All students must sign a Rules, Regulations, and Releases form prior to attending externship/practicum. UMA highly recommends that those at risk consider the advantages of immunization and decide to receive the series from their own physician or area health department.

Students enrolled in the Dental Assistant with Expanded Functions, Emergency Medical Technician, Health Sciences – Dental Assistant with Expanded Functions, Health Sciences – Medical Assistant, Medical Assistant, Nursing Assistant, Patient Care Technician, or Phlebotomy programs must be able to demonstrate the competencies of the program which can include bending, walking, and standing as required for their particular occupations prior to externship. Throughout the program, including externship, Emergency Medical Technician, Nursing Assistant, and Patient Care Technician students must also be able to demonstrate competencies related to lifting and positioning patients. Some programs may have additional requirements.

UMA ORIENTATION AND TECHNICAL REQUIREMENTS

UMA utilizes asynchronous, blended, and residential learning environments demonstrated for students and faculty in their respective orientations. Orientations provide an overview of the learning environment. Prior to the start of their program, students must participate in orientation which includes:

- An introduction to online, blended, and residential learning and UMA's resources and support teams
- An overview of UMA's Learning Management System, i.e., D2L Brightspace
- Information regarding policies, navigating the online, blended, and residential courserooms and resources which can aid in the learning process

All UMA students must have access to a working computer or laptop, have internet access, and meet the technical requirements indicated below. If you have a tablet or a smartphone, it's important that you realize not all classroom functions may be accessible on a tablet, smartphone or another mobile device.

Each program offered by UMA Online is primarily taught through distance education; however, some programs contain an externship/practicum which is conducted at an approved healthcare facility. All UMA Clearwater programs require an externship which is conducted at an approved healthcare facility. Each program offered by UMA Clearwater is taught as a blended learning modality (online classrooms and on-campus labs). The EMT program requires the completion of externship hours at an approved hospital and basic life support facilities. The program is taught in a residential format and requires students to attend didactic and clinical laboratory instruction on campus.

UMA Online/blended programs have the same goals as a traditional learning institution but due to their formats, they use different methodologies than fully residential programs. For example, while a residential course facilitates in-person, on campus small group discussions, an online or blended class uses a threaded discussion board to facilitate dialogue. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include simulations, application-based scenarios, and multimedia presentations. The syllabus for each course is available within the Learning Management System and delineates learner objectives.

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

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
  - Recommended 2.0 GHz frequency or above CPU
- Mac computer (Intel Processor) with 1.83 GHz
  - Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 4 GB Memory (RAM) or above
- 1366 x 768 or higher computer screen resolution
- Speakers
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)
  *Chromebooks are **NOT** fully compatible with all features within the online/blended courserooms.
  Mobile devices are now considered compatible understanding that some Mobile Browsers are **NOT fully compatible with all features within the online/blended courserooms.

Operating Systems (OS):

- Windows OS: Windows 10+
- Mac OSX: 10.15 (Catalina), 11 (Big Sur) or newer
- Android (Mobile): 9.0 (Pie), 10.0 (Android 10), 11 (Android 11) or newer
- Apple iOS (Mobile): 15 or newer
  *Chromebooks Operating Systems are **NOT** fully compatible with all features within the online/blended courserooms.
  Mobile devices are now considered compatible understanding that some Mobile Browsers are **NOT fully compatible with all features within the online/blended courserooms.

Software:

- Brightspace Pulse App (on Android and iOS mobile devices)
- Microsoft Office 2016, 2019 or 365*
  *Most recent versions are recommended
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Some courses, especially computer and technology courses, may require additional software (detailed in each course)

Internet Browsers:

- Both Windows and Mac Computers:
    - Mozilla Firefox (stable channel) at mozilla.org
    - Android Chrome (stable channel) at google.com/chrome
    - Microsoft Edge Version (Latest stable release)
- Mac Based Computers:
    - Safari Versions 15+
- Android mobile devices:
    - Android Chrome (stable channel) via Google Play Store on device
- Apple iOS mobile devices:
    - Safari 15+
- Determine Which Browser and Version You Are Using:
    - In **Edge**, select the menu icon and choose Settings then scroll down to the bottom of the screen. The version of Edge is located below the words About this App.
    - In **Firefox**, select Firefox then "Help" and About Firefox. The version of Firefox is in the Version field.
    - In **Android Chrome**, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.
    - In **Safari**, select Safari then "Help" and About Safari. The version of Safari is in the Version field.

Internet Service Provider:

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

Browser Configurations:

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

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

HEALTH SCIENCES - PHARMACY TECHNICIAN PROGRAM'S ENROLLMENT CLASSIFICATIONS AND STATE/TERRITORY DISCLOSURES

The information contained herein is current and state/territory requirements may change during or after a student's enrollment. Students are responsible for researching and understanding all examination, certification, registration and/or licensure requirements in any state/territory in which the student seeks to become certified, registered, licensed or employed. State/Territory contact information is available at the following link:

nabp.pharmacy/about/boards-of-pharmacy/

STATE/TERRITORY BOARD OF PHARMACY LICENSURE/REGISTRATION REQUIREMENTS

Certain states/territories require students to complete a licensure or registration process prior to the externship course. Students residing in those states/territories, or planning to work in those states/territories, must complete the registration process with the State/Territory Board of Pharmacy within the 20 weeks preceding their expected

externship course start date. Students who fail to complete the requirements may be dismissed from the program. Students who have previously registered or obtained a pharmacy technician or trainee license must notify their New Student Advisor during the Provisional Registration Period to determine if this could impact their ability to complete their program.

Certain states/territories require students to complete a licensure or registration process prior to or soon after employment as a pharmacy technician. Students residing in those states/territories, or planning to work in those states/territories, must complete the licensure or registration process with the State/Territory Board of Pharmacy once they have successfully completed the UMA Health Sciences - Pharmacy Technician program. Students who fail to complete the requirements may not be able to obtain employment in a pharmacy.

PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE/TERRITORY REQUIREMENTS

States/Territories have various requirements for pharmacy technicians. Certain states/territories require students to become certified by the Pharmacy Technician Certification Board (PTCB) within one or two years of initial registration or licensure. Failure to become certified by the PTCB within the required time frame after initial registration may result in the loss of registration or licensure. Students who fail to become certified by the PTCB may not be able to obtain or maintain employment in a pharmacy.

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

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

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

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

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM'S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	**NON-ENROLLMENT STATES/TERRITORIES**
Alabama	California
Alaska	Connecticut
Arizona	Guam
Arkansas	Louisiana
Colorado	Maine
Delaware	Maryland
Florida	Massachusetts
Georgia	Minnesota
Hawaii	Nevada
Idaho	New Hampshire
Illinois	New Mexico
Indiana	New York
Iowa	North Carolina

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM'S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	**NON-ENROLLMENT STATES/TERRITORIES**
Kansas	North Dakota
Kentucky	Ohio
Michigan	Oklahoma
Mississippi	Puerto Rico
Missouri	Rhode Island
Montana	South Carolina
Nebraska	Tennessee
New Jersey	U.S. Virgin Islands
Oregon	Utah
Pennsylvania	Virginia
South Dakota	Washington
Texas	Washington D.C.
Vermont	West Virginia
Wisconsin	
Wyoming	

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

nabp.pharmacy/about/boards-of-pharmacy/

States/Territories	**Additional Pharmacy Technician Information for Students**
California, Connecticut, Guam, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due to regulatory requirements.
Alabama, Alaska, Arizona, Arkansas, Colorado, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Mississippi, Missouri, Montana, Nebraska, New Jersey, Oregon, South Dakota, Texas, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	**Additional Pharmacy Technician Information for Graduates**
Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Arkansas, Georgia, Kentucky, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.

States/Territories	Additional Pharmacy Technician Information for Graduates
Alabama	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Within the first six months after registration, pharmacy technicians must: 1. Complete a board-approved training program OR 2. Pass a board-recognized pharmacy technician certification exam Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is approved by the Alabama Board of Pharmacy.
Alaska	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee -Technician Trainee Licenses cannot be renewed. Prospective pharmacy technician trainees must register with the Arizona State Board of Pharmacy. Graduates may not apply for a Pharmacy Trainee Registration if they previously held a Pharmacy Technician Trainee License OR 2. Certified Technician (must provide evidence of PTCB)
Colorado	Graduates must obtain from the State Board of Pharmacy: 1. Provisional Certification – valid for no more than 18 months, during which time the applicant must obtain certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians. OR 2. Certification – submit application with evidence of active certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.
Delaware	Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days. Certified Pharmacy Technicians must provide evidence of PTCB.
Florida	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Florida residents begin this process after graduation.
Idaho	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training - obtain certification prior to the end of second renewal OR 2. Certified Technician (must provide evidence of PTCB or ExCPT)
Illinois	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure AND 2. Copy of pharmacy technician program certificate or diploma

States/Territories	Additional Pharmacy Technician Information for Graduates
Indiana	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Technician-In-Training - obtain certification prior to the end of first renewal OR 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.
Michigan	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Full Licensure – submit proof of passing the PTCB or NHA exams OR 2. Limited License – requires verification of employment and is only valid during employment listed on application OR 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.
Missouri	Graduates may begin working as a pharmacy technician after they have submitted a completed pharmacy technician application to the Board along with proof of fingerprinting. Graduates must be fingerprinted and submit a completed application to the Board along with the application fee BEFORE THEY START WORKING. A copy of their completed application and fingerprint receipt must be kept at their place of employment until they receive their registration certificate
Montana	Graduates must be employed at a Montana pharmacy to apply for a provisional certified pharmacy technician license: 1. After Approval, graduates have 12 months to successfully pass the ExCPT or PCTB exam and convert their license to a certified pharmacy technician license OR 2. Pharmacy Technician – certified by PTCB or ExCPT

States/Territories	Additional Pharmacy Technician Information for Graduates
Nebraska	Graduates must be registered with the State Board of Pharmacy to be eligible for work as a pharmacy technician in the state. 1. Pharmacy Technicians who register for the first time after January 1, 2016, shall be certified by a state or national certifying body approved by the board within one year from the registration date in order to be employed as a pharmacy technician in a healthcare facility.
New Jersey	Graduates must apply for a pharmacy technician license within 10 days of employment at a pharmacy. They have 180 days to receive approved license.
Oregon	Graduates must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified by passing a national certification exam through PTCB or the ExCPT and apply for/obtain the Board's Certified Oregon Pharmacy Technician License. Graduates must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.
South Dakota	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 2. Certified Technician - submit copy of certification from PTCB or ExCPT
Texas	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to expiration of trainee registration (two years) OR 2. Registered Pharmacy Technician - submit copy of certification from PTCB or ExCPT
Wyoming	Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

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

HEALTH INFORMATION MANAGEMENT PROGRAM STATES/TERRITORIES ENROLLMENT CHART	
All Enrollment	**Do Not Enroll**
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.

STUDENT FINANCIAL ASSISTANCE

Prior to enrolling at UMA, prospective students are encouraged to explore the availability of financial aid funds through private, state and federal agencies. Financial aid information and application assistance are provided by Student Finance to help prospective students and their families clearly understand the student's financial situation before entering a contractual agreement. Please refer to UMA's Student Consumer Information for additional student financial aid information. UMA's student consumer information can be found at:

ultimatemedical.edu/consumerinformation.pdf

CONTACT STUDENT FINANCE
UMA Online Student Finance personnel are available by phone at 888-212-5421 or by emailing onlinestudentfinance@ultimatemedical.edu. Clearwater students should speak with the Student Finance staff at the campus.

FEDERAL STUDENT AID (FSA) PROGRAMS
Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each award year. This application is available online at studentaid.gov/h/apply-for-aid/fafsa. The FAFSA applications are processed through the Department of Education. Completion of the FAFSA does not guarantee eligibility in Federal Student Aid programs.

FEDERAL PELL GRANT
A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants are considered a foundation of Federal Financial Aid, to which aid from other federal and non-federal sources are added. The exact amount of a Pell Grant depends on financial information provided by a student on a FAFSA.

Federal regulations limit an eligible student's maximum Lifetime Eligibility Used (LEU) in Pell Grants to 600%. Students who have attended other higher education institutions and/or programs should speak with Student Finance to determine their remaining eligibility.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
FSEOG is a grant program for undergraduate students with exceptional needs, priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for the award year.

FEDERAL DIRECT STAFFORD LOANS
The Department of Education's Informed Borrowing Confirmation process may be completed once each award year for the first loan a borrower receives for that award year, starting with loans for the 2020-21 award year.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS
Eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors. The U.S. Department of Education pays the interest on Direct Subsidized Loans during certain periods.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS
Direct Unsubsidized Loans are not need-based and eligibility depends on a student's annual award year maximum and grade level. The actual amount of unsubsidized loan is affected by several factors. The U.S. Department of Education does not pay the interest on Direct Unsubsidized Loans.

FEDERAL DIRECT PLUS
If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the Direct PLUS Loan program. Both parents and students must meet all general eligibility requirements determined by information on the FAFSA. The Federal Direct Plus Loan is also based upon the credit history of the parent who is applying.

FEDERAL WORK STUDY (CLEARWATER CAMPUS ONLY)
UMA receives an annual Work Study allocation. Federal Work Study funds are used to place students in community service or student services jobs, paying at least minimum wage, that allow them to work 10 -20 hours per week. Students must have an unmet financial need to qualify for this program.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from Student Finance (see contact information above) or at:

ultimatemedical.edu/consumerinformation.pdf

ADDITIONAL SOURCES OF AID

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 EFC, 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 EFC and continues to be an eligible student.

IRAQ AND AFGHANISTAN SERVICE GRANT
Under this program, beginning with the 2017-2018 award year, a student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive a maximum Pell grant for the award year for which the determination of eligibility is made.

To qualify for this grant, the student must have been either less than 24 years old or enrolled at an institution of higher education at the time of his or her parent's or guardian's death.

MILITARY BENEFITS FOR ACTIVE DUTY SERVICE MEMBERS, VETERANS, RESERVISTS, SPOUSES AND DEPENDENTS
Students are advised to contact their Veteran's Educational Representative for information on veterans' educational benefits and other programs for which they may be eligible. UMA participates in Tuition Assistance, Vocational Rehab (Chapter 31), Montgomery GI Bill® (Chapter 30), Post 9/11 GI Bill® (Chapter 33), Survivors and Dependents Assistance (Chapter 35), Montgomery GI Bill® Selective Reserve (Chapter 1606), Reservist Educational Assistance Program (Chapter 1607), Transfer of Eligibility, and Military Spouse Career Advancement Accounts Program (MyCAA).

Any individual who is entitled to educational assistance under Chapter 31 or Chapter 33 is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to UMA a certificate of eligibility (COE) for entitlement to educational assistance under Chapters 31 or 33 and ending on the earlier of the following dates: The date on which payment from the VA is made to UMA; OR, 90 days after the date UMA certified tuition and fees following the receipt of the COE.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at benefits.va.gov/gibill.

UMA does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that an individual who is entitled to educational assistance under Chapter 31 or Chapter 33 borrows additional funds due to the individual's inability to meet his or her financial obligations to UMA due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapters 31 or 33.

Service members who intend to participate in the Military Tuition Assistance (TA) program must seek funding approval prior to the program's start date. TA eligible courses will be considered if part of the student's evaluation plan, prerequisites are within the student's evaluated educational plan or is required for acceptance into a high-level degree program unless otherwise specified by Service regulations.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT (MYCAA) SCHOLARSHIP PROGRAM
The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees (excluding associate degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations. For additional information and to apply for a MYCAA Scholarship, visit:

mycaa.militaryonesource.mil/mycaa/

WHO IS ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE?

- Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

THOSE WHO ARE NOT ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE INCLUDE:

- Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
- Spouses who are a member of the armed forces themselves currently on Title 10 orders
- Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
- Spouses married to a member of the Coast Guard
- Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders or before the sponsor's date of separation

PROGRESS, ACCOMPLISHMENT, THRIVING, HOPE ("PATH") SCHOLARSHIP
Ultimate Medical Academy has been awarded the Progress, Accomplishment, Thriving, Hope ("PATH") Scholarship by the Ellucian Foundation. The PATH Scholarship was created to help higher education institutions support students not making Satisfactory Academic Progress (SAP) and meeting the eligibility criteria below. The PATH Scholarship is effective as of 8/29/2022 and until funds are no longer available.

Eligibility Criteria:

- US Citizen or Non-Citizen/national eligible for Title IV aid
- Currently enrolled student
- Have an approved SAP Plan as of 8/29/22 or after
- Be in a SAP AY2 Suspension status
- Have remaining financial need
- Complete the PATH Acknowledgement form

YELLOW RIBBON PROGRAM

The Yellow Ribbon Program allows institutions of higher learning in the United States to enter an agreement with the Veterans Administration to fund tuition and fee expenses that exceed tuition and fee amounts payable under the Post 9/11 GI Bill®. If there is an amount that exceeds tuition and fee amounts under the Post 9/11 GI Bill®, UMA funds 50% of that amount and the VA funds another 50%.

To be eligible for UMA's Yellow Ribbon Program, veterans must be enrolled in an approved program at UMA, have served an aggregate period of active duty after September 10, 2001, of at least 36 months and be honorably discharged and/or have a dependent receiving benefits transferred from an eligible Service Member.

Additional information on eligibility for veterans' educational benefits requirements and amounts offered is available from Student Finance (onlinestudentfinance@ultimatemedical.edu) or ultimatemedical.edu/military.

ELIGIBLE STATE AID PROGRAMS

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant Program is a need-based grant program available to degree-seeking, Florida resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. The amount is established each year by Florida Legislature appropriations and varies based on funding and type of school. Schools select recipients based on State of Florida eligibility criteria. Students must complete the Free Application for Federal Student Aid (FAFSA).

BRIGHT FUTURES SCHOLARSHIP (FLORIDA ACADEMIC SCHOLARS, FLORIDA MEDALLION SCHOLARS AWARD AND FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD)

The amounts of these awards are established every year by Florida Legislature appropriations and vary based on funding and type of school. The Florida Department of Education Office evaluates application documents based on the eligibility requirements. Students must complete the Free Application for Federal Student Aid (FAFSA).

LOUISIANA STATE GRANTS

UMA participates in the Louisiana State Chaffee Educational and Training Voucher (EVT) Program for individuals that have been court dependents or wards and placed in foster care one day or more between the ages of 16 and 18. Prospective students must reside in Louisiana, be between the ages of 14 and 26, be enrolled in the UMA Online campus, and complete a FAFSA. Additionally, prospective students must be in the foster care system, aged out of the foster care system, exited the foster care system through legal guardianship or adoption after attaining the age of 16, or were in the foster care system after the age of 14 and exited for reasons other than adoption, guardianship, or aging out.

SCHOLARSHIPS FOR CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS (CSDDV)

The Scholarships for Children and Spouses of Deceased or Disabled Veterans provides an award to eligible dependent children or unremarried spouses of qualified Florida veterans. Students must complete an error-free Florida Financial Aid Application (FFAA) no later than April 1. Applications received after April 1 will be awarded on a first-come, first-served basis if sufficient funds remain.

VERMONT STATE GRANTS

UMA participates in Vermont Incentive Grants for Vermont residents who attend UMA. Grant award amounts are based on financial need and cost of attendance. Prospective students must submit a FAFSA and complete a Vermont Grant application.

Additional information on State Aid eligibility requirements is available from Student Finance (see contact information above) or at ultimatemedical.edu/consumerinformation.pdf.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at benefits.va.gov/gibill.

INSTITUTIONAL AID

Please contact your Student Finance Office for additional information regarding eligibility requirements and amounts offered. Clearwater students should visit the Student Finance Office or call 727-298-8685. UMA Online students should email onlinestudentfinance@ultimatemedical.edu.

EXTERNSHIP SUCCESS FUND

The Externship Success Fund's intention is to assist students to overcome obstacles that may prevent them from completing their onsite externship/practicum hours. UMA students who certify such obstacles are eligible for the Externship Success Fund to cover or defray qualifying expenses if they are currently responsive to student outreach by members of the UMA staff and actively engaged in pursuing externships/practicums or externship/practicum opportunities to complete their chosen program of study at UMA.

The Externship Success Fund is available to students who are enrolled in the following UMA programs requiring externship/practicum (NA, PCT, DAEF, MA, PHL, HIT, HIM or HS-PHT) and who meet specific eligibility requirements. The resources support under the Externship Success Fund may not exceed $3,000 per student. Additionally, the combination of Externship Success Fund funding and placement obstacle funding from UMA's Career Services Department available to the same individual once he or she graduates cannot total more than $5,000 for any individual student/graduate. The resource support under the Externship Success Fund may not exceed $1000 for the Nursing Assistant and Phlebotomy Technician programs.

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

Eligibility Criteria

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

LAPTOP PROGRAM

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

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

and/or finance a laptop as part of their financial aid (for those who qualify). Students may purchase up to two laptops from UMA.

Upon receipt of a laptop, UMA expects the student to ensure the unit is fully functional. In the event a student receives a defective laptop, UMA and/or its laptop servicing partner will make all attempts necessary to resolve any mechanical issues. If UMA or its partner are unable to resolve the issue and it is determined that a replacement laptop is warranted, the student is responsible for returning the defective unit. If the defective unit is not returned to UMA's laptop distributor within 30 days of notification, the student will incur a charge for the original cost of the defective laptop.

Students who are eligible for the laptop program or are financing a laptop as part of their financial aid, are responsible for ensuring receipt of the unit. UMA Online students will receive an email from UMA upon shipment with the applicable shipping and tracking information. If the unit is not received by the student, UMA must receive notification within 30 days of the shipment date. Students must contact Learner Services by phone or Fulfillment by email (fulfillment@ultimatemedical.edu) to report a missing shipment. Clearwater staff will have access to the applicable shipping and tracking information for laptops sent to the campus for distribution to eligible students. Failure to notify UMA within the 30-day period will result in the student assuming full responsibility for the lost unit. Any replacement requested after 30 days will be at the student's expense.

METHODS OF PAYMENT

UMA strives to work with each student to arrive at a financial plan that best suits a student's needs:

- Student financing is available for those who qualify through various agencies.
- UMA offers payment plans and institutional loans without interest.* Students with institutional payment arrangements have payment dates set for the fifth of each month. Students enrolled in the Nursing Assistant or Phlebotomy programs may be required to make weekly payments. If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Student Accounts Department at 877-250-9799.
- Students may opt to make full payment at the time of signing an enrollment agreement. Payment may be made with cash, personal check, electronic check (ACH), credit (VISA, MasterCard, Discover or American Express) or money order. Returned checks incur a $25 fee.

*If a payment schedule is not adhered to, students choosing a payment schedule option may not be permitted to continue enrollment.

Students who receive loans to pay for their program are responsible for repaying the full amount of the loans, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by a state or the federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from Student Finance (see contact information above).

ADDITIONAL INFORMATION FOR FEDERAL DIRECT LOANS

ENTRANCE COUNSELING

UMA ensures loan entrance counseling is sent to prospective students from their assigned Financial Aid Planner and is conducted electronically before disbursements of loans are made. The counseling includes:

- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of the consequences of default

- Sample repayment schedules
- Borrower's rights and responsibilities
- Other loan terms and conditions

A sample loan repayment calculator can be found at studentaid.gov/app/repaymentEstimator.action.

EXIT COUNSELING
Upon separation from UMA, whether graduating, being dismissed, dropping below a half-time enrollment status, not returning from a leave of absence, or withdrawing, UMA sends exit counseling documentation to students that outlines their total federal loan balances, rights and responsibilities, and all their options as borrowers. UMA sends the required exit interview materials within 30 days from the date UMA determines the student's last date of attendance. The link to complete exit counseling is:

studentaid.gov/app/counselingInstructions.action?counselingType=exit

REPAYMENT, DEFERMENT, FORBEARANCE, CANCELLATION AND CONSOLIDATION FOR BORROWERS
Repayment begins six months after a student graduates, leaves school or drops below half-time status. As explained in the Master Promissory Note, there are several repayment, deferment, cancellation and consolidation options. If you have several types of federal loans you may be eligible to consolidate these loans into one payment. There are several repayment plans that are based on a borrower's current income level. However, the longer a loan repayment is extended, the more interest a borrower pays. Types of repayment plans are Standard, Extended, Graduated, Income Based Repayment (IBR), Income Contingent Repayment Plan (ICR), Income Sensitive Repayment Plan, Revised Pay as You Earn (REPAYE) and Pay as You Earn. For more information, the following website information is provided:

Repayment: studentaid.gov/manage-loans/repayment/plans
Deferment/Forbearance: studentaid.gov/manage-loans/lower-payments/get-temporary-relief
Cancellation: studentaid.gov/manage-loans/forgiveness-cancellation
Consolidation: studentaid.gov/loan-consolidation/

If a borrower is having trouble making a payment, he/she should contact UMA's Financial Literacy Services at 888-205-2170 or financialliteracy@ultimatemedical.edu. Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at nsldsfap.ed.gov/login.

FEDERAL STUDENT AID DISBURSEMENTS
Federal Student Aid funds are disbursed directly to UMA by Electronic Funds Transfer (EFT) in multiple disbursements based upon a student's progression through his/her program and maintenance of Satisfactory Academic Progress. UMA reviews the student's eligibility and requests the eligible funds on behalf of the student from the US Department of Education. UMA, upon approval of disbursement, will post the funds to the student's account. UMA delivers student credit balances electronically utilizing a third-party servicer, BankMobile Disbursements, powered by BMTX, when available.

FEDERAL STUDENT AID LIVING EXPENSE/CREDIT BALANCE DISBURSEMENTS
A Federal Student Aid (FSA) credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. Students must complete an Information and Authorization form regarding their excess funds. If FSA disbursements to a student's account create an FSA credit balance, UMA returns excess funds as directed by the student on his/her signed authorization form within 14 days. If a student directs that credit balances be issued directly to the student, UMA issues the funds to the student.

FEDERAL STUDENT AID OMBUDSMAN
If a situation exists that UMA Cares or other school personnel cannot resolve, students have the right to contact the Office of the Ombudsman with the U.S. Department of Education. Questions or concerns regarding Federal Direct Loans that cannot be answered by UMA or your lender should be directed to:

Internet:	studentaid.gov/feedback-ombudsman/disputes
Telephone:	877-557-2575
Fax:	606-396-4821
Mail:	FSA Ombudsman Group
	P. O. Box 1843
	Monticello, KY 42633

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

If UMA enters an agreement with a potential student, student or parent of a student regarding a Title IV, the loan is submitted to the National Student Loan Data System and is accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.   Students may view their information at nsldsfap.ed.gov/login.

CANCELLATION AND REFUND POLICIES

CANCELLATION POLICY

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

WITHDRAWAL OR DISMISSAL PROCEDURE

OFFICIAL WITHDRAWAL

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

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

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

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

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

INTENT TO CANCEL WITHDRAWAL

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

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

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

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

UNOFFICIAL WITHDRAWAL

UMA will withdraw any student who:

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

UMA will dismiss or expel any student who:

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

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

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

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

INSTITUTIONAL REFUND POLICY

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

PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS

Pertains to the following programs:

- Dental Assistant with Expanded Functions (Diploma)
- Medical Assistant (Diploma)
- Patient Care Technician (Diploma)
- Health Sciences – Pharmacy Technician (Associate Degree)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA non-term programs are billed by payment period.

For any full academic year, the charges are divided equally for each payment period (except for the Health Sciences – Pharmacy Technician program). For any academic year that does not meet the standard academic year definition

and consists of multiple payment periods, the charges will be prorated for each payment period based on the number of credits assigned to the payment period.

Students enrolled in the Health Sciences – Pharmacy Technician program are charged based on the number of credit hours assigned to each payment period for all academic years.

A student no longer enrolled in a program receives a pro rata refund based on the percentage of the student's completion of his/her current payment period as follows:

- If students withdraw under the UMA withdrawal process before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before or at the 60% completion of the payment period, students are issued a pro rata refund as follows:
  - o The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
  - o The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
  - o Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

PRO RATA REFUND CALCULATION FOR NON-TITLE IV DIPLOMA PROGRAMS
Pertains to the following programs:

- Emergency Medical Technician (Diploma)
- Nursing Assistant (Diploma)
- Phlebotomy Technician (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in a UMA Non-Title IV diploma program are billed for the entire program. A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her then current program as follows:

- If students withdraw under the UMA withdrawal process before the start of a program for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a program for which they have been charged but before or at 60% completion of the program, students are issued a pro rata refund as follows:
  - o The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a program by the number of calendar days in the program in which the withdrawal occurred.
  - o The number of calendar days in a program is defined as the number of calendar days from the start of a program until the last day of the last course a student was scheduled to attend in the program. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
  - o Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
    - Dental Assistant with Expanded Functions
    - Medical Administrative Assistant
    - Medical Assistant
    - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Management (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at UMA, the following policies apply:

- If students withdraw under the UMA withdrawal process before the start of a program for which they have been charged, a student receives a refund of 100% of tuition charges.
- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before or at the 60% completion of the semester, students are issued a pro rata refund as follows:
    - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
    - The number of calendar days in a semester is defined as the number of calendar days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
    - Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

INDIANA RESIDENTS' REFUND POLICIES
PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR INDIANA RESIDENTS

A student who resides in Indiana and who ceases enrollment at UMA is subject to the pro rata tuition refund calculation as outlined below, which is based upon the amount of assignments completed in a course. If a student is subject to a refund adjustment of tuition, UMA will adjust the student's account ledger with the proper associated percentage.

- Prior to the first day of a course, a student receives a refund of 100% of tuition charges.
- After the first day of the course until the student completes 10% of the assignments, a student receives a tuition adjustment of 90% of the course charge.
- After completing 10% of the assignments, but prior to completing 25% of the assignments, a student receives a tuition adjustment of 75% of the course charge.
- After completing 25% of the assignments but prior to completing 50% of the assignments, a student receives a tuition adjustment of 50% of the course charge.

- After completing 50% of the assignments but prior to completing 75% of the assignments, a student receives a tuition adjustment of 25% of the course charge.
- After completing 75% of assignments, a student receives no tuition adjustment.
- Refunds are rounded to the nearest whole dollar.

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

IOWA RESIDENTS' REFUND POLICIES
PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR IOWA RESIDENTS
Pertains to the following programs:

- Health Sciences – Pharmacy Technician (Associate Degree)

If students cease enrollment at UMA, the following policies apply:

- Tuition is charged per payment period for all courses scheduled for that payment period.

If students cease enrollment at UMA between day eight and the end of the payment period, students receive a pro rata refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays).
- Students withdrawing on the payment period ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia *and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or

- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

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

*Underscore indicates retroactive to July 19, 2013.

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR IOWA RESIDENTS
Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Management (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

If students cease enrollment at UMA, the following policies apply:

- Tuition is charged per term for all courses scheduled for that term.

If students cease enrollment at UMA between day eight and the end of the term, students receive a pro rata refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a term by the number of calendar days in the term in which the withdrawal occurred.
- The number of calendar days in a term is defined as the number of calendar days from the start of a term until the last day of the last course a student was scheduled to attend in the term (inclusive of holidays).

- Students withdrawing on the last date of the term date do not receive a refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia *and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

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

*Underscore indicates retroactive to July 19, 2013.

NEW MEXICO RESIDENTS' REFUND POLICIES
PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR NEW MEXICO RESIDENTS
Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
    - Medical Administrative Assistant
    - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Management (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)

- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA term programs are billed by semester. The student may be scheduled for up to three 5-week modules within a semester. Students are only billed for the modules they are scheduled to attend. A copy of the student's schedule is available by contacting the Registrar's Office.

If students cease enrollment at UMA, the following policies apply:

- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process prior to the start or on the first day of the semester, the student receives a 100% tuition refund.
- If students withdraw under the UMA withdrawal process after the second day of a semester for which they have been charged but before or at the 60% completion of the semester, students are issued a pro rata refund as follows:
  - o The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
  - o The number of calendar days in a semester is defined as the number of calendar days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
  - o Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

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

OREGON RESIDENTS' REFUND POLICIES
PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR OREGON RESIDENTS
A student who resides in Oregon who ceases enrollment at UMA receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course and if a student does not begin attendance during the first seven calendar days of a program, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.

- During the third week of a course, a student receives a refund of 50% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.
- Refunds are rounded to the nearest whole dollar.

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

WISCONSIN RESIDENTS' REFUND POLICIES
PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR WISCONSIN RESIDENTS
Pertains to the following programs:

- Health Sciences – Pharmacy Technician (Associate Degree)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA non-term programs are billed by payment period.

Students enrolled in the Health Sciences – Pharmacy Technician program are charged based on the number of credit hours assigned to each payment period for all academic years.

A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her current payment period as follows:

- If students withdraw under the UMA withdrawal process before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before or at the 60% completion of the payment period, students are issued a pro rata refund as follows:
  - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
  - The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
  - Refunds are rounded to the nearest whole dollar.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

UMA is required to perform institutional refund calculations (pro-rata) for all students who no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination. The date

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

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR WISCONSIN RESIDENTS
Pertains to the following programs:

- Health and Human Services (Associate Degree)
- Health Information Management (Associate Degree)
- Health Sciences (with Concentrations except Pharmacy Technician) (Associate Degree)
- Healthcare Accounting (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Billing and Coding (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

A student who resides in Wisconsin and who ceases enrollment at UMA receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course and if a student does not begin attendance during the first seven calendar days of a program, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.
- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.
- Refunds are rounded to the nearest whole dollar.

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

RETURN OF TITLE IV FUNDS POLICY
This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence.

Withdrawal exemptions – term programs only:

A student is not considered to have successfully withdrawn if the student successfully completes (earns a passing grade) in:

- One module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules
- Coursework equal to or greater than the coursework required for the institution's definition of a half-time student

Students who cease attendance at UMA prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. UMA and/or the student must return the remaining 70%.

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

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

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

Non-Term:

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

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

Term:

$$\frac{\text{Number of days completed by the student}}{\substack{\text{The number of days in the payment period if the} \\ \text{student attended at least one day in the module OR:} \\ \text{the number of days in the payment period if the} \\ \text{student did not attend at least one day in the} \\ \text{module, but the module was included in the} \\ \text{institution's determination of the student's Title IV} \\ \text{eligibility}}} = \text{Percent of payment period completed}$$

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

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

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

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other grant or loan assistance authorized by Title IV of the HEA

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

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

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

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

RETURN OF INSTITUTIONAL GRANT FUNDING POLICY

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

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

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

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

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

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

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

STUDENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

UMA respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their educational records. FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. UMA sends electronic notifications to students of their rights under FERPA. UMA also discloses students' FERPA rights in the UMA Catalog as follows:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.   These rights include:

- A student's right to inspect and review their education records within 45 days of the day UMA receives a written request for access.
    - o A student should submit a written request that identifies the record(s) the student wishes to inspect to the Registrar's office at umaregistrar@ultimatemedical.edu for all other records. A UMA official makes arrangements for access and notifies the student of the time and place where records are available to be inspected.
- A student's right to request an amendment of their education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
    - o A student who wishes to ask UMA to amend a finance record should write to the Registrar's office at umaregistrar@ultimatemedical.edu, clearly identify the part of the record the student wants changed, and specify why it should be changed.
    - o If UMA decides not to amend the record as requested, UMA notifies the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.
- A student's right to provide the required written consent before UMA discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - o **School Officials with Legitimate Educational Interests:** One example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable, non-directory information to school officials with legitimate educational interests. UMA discloses education records to these persons without a student's prior written consent.
        - A school official is a person employed by UMA in an administrative, supervisory, academic or research or support staff position; a person or company with whom UMA has contracted as its agent to provide a service instead of using UMA team members or officials; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
        - A school official has a legitimate educational interest if the official needs to review an education record to fulfill professional responsibilities for UMA.
    - o **Health and Safety:** Another example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable information to the appropriate parties (e.g., law enforcement officials, trained medical personnel, public health officials, and parents) to protect the health or safety of the student or other individuals. To qualify under this exception, the situation must present an actual, impending, or imminent danger to the student or other individuals. This action is not taken lightly and personally identifiable, non-directory information will only be disclosed pursuant to this exception under circumstances that present actual, impending or imminent danger. This exception is limited to the period of the emergency.

- **Directory Information:** UMA may also disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has expressly opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Registrar's office at umaregistrar@ultimatemedical.edu. Such opt-outs must be received within 30 days of enrollment (for new students) or by October 1 of the preceding year for applicability in the following calendar year (for continuing students). UMA has discretion not to disclose directory information, for example to comply with state law or to otherwise observe appropriate privacy concerns. UMA has designated the following information as Directory Information:
  - Student's name
  - Address
  - Telephone listing
  - Photograph or video
  - Program of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities
  - Degrees, honors and awards received
- **Other Schools:** For purposes of a student's enrollment or transfer, UMA discloses education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by UMA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

STUDENT E-SIGNATURE POLICY

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

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

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

FACILITY-RELATED RULES

- Food and beverages are allowed in the student lounge/kitchen area or outdoors only. All soda cans, cigarette wrappers, papers, food wrappers, etc., are to be placed in trash cans.
- The school is a non-smoking facility. Smoking is permitted outdoors in designated smoking areas only. All students are expected to dispose of smoking materials and waste in a proper and safe manner.
- During breaks, please do not gather around the doors of other offices in a complex.
- Be respectful of the equipment and the classrooms.
- Report any suspicious activity to your assigned faculty member.

- The use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition or any other weapon, on or at any UMA campus or event is strictly prohibited.

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 the UMA Online learning site 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.

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.

SCHOLASTIC HONESTY

It is assumed that all students are enrolled at UMA to learn. Scholastic honesty is expected and dishonesty is not acceptable. Scholastic honesty is a set of values and behaviors that promotes personal integrity and good practice in learning and assessment. Scholastic honesty includes doing one's own work, giving credit for someone else's ideas or work, abiding by all rules regarding assignments and assessments, and working collaboratively while producing independent work. Scholastic dishonesty includes, but is not limited to, plagiarism, collusion, duplication, and cheating.

- Plagiarism: using or attempting to use someone else's ideas or work, in whole or in part, as one's own, without citation or other indication that the content is not one's original ideas or work.
- Collusion: allowing someone to copy one's own work to use as his/her own, including but not limited to posting or sharing one's own work on websites outside of the UMA courserooms.
- Duplication: submitting the same work as someone else, including but not limited to copying a discussion post written by another student or turning in copies of assignment worksheets posted on websites outside of the UMA courserooms.
- Cheating: obtaining or attempting to obtain credit for work by dishonest or deceptive means, including but not limited to obtaining work from websites or other informational devices inconsistent with courseroom expectations as determined in UMA's sole discretion, or allowing someone other than the officially enrolled student to complete course requirements.

Plagiarism, collusion, duplication, and cheating in any form are considered a scholastic honesty violation. Students who violate the Scholastic Honesty policy will be subject to a progressive discipline process, including:

- 1st Scholastic Honesty Violation: Student receives a first notification with an academic coaching opportunity and earns a "0" for the assignment in which the first infraction occurred.
- 2nd Scholastic Honesty Violation: Student receives a second notification with an academic coaching opportunity and earns a "0" for the course in which the second infraction occurred. The course failure results in the student being required to retake the course.
- 3rd Scholastic Honesty Violation: Student is expelled from UMA.

UMA faculty regularly monitor and evaluate students' work to ensure scholastic honesty. UMA faculty also share the responsibility of reinforcing best practices and teaching proper research and citation skills. If a UMA faculty or staff member suspects a student has violated the Scholastic Honesty policy, the faculty or staff member is expected

to report the incident to the Campus President or designee (Clearwater) or email scholastichonesty@ultimatemedical.edu (UMA Online).

The Campus President or designee (Clearwater)/ Director, Student Affairs or designee (UMA Online) investigates incidences of suspected plagiarism, collusion, duplication, and other types of cheating which meet the definitions outlined above. Students receive written notification outlining the investigation findings and progressive discipline as/if appropriate.

Students who wish to contest the school's decision should appeal in writing to the Campus President (Clearwater)/ Vice President, Programs and Academic Affairs (UMA Online). The decision of the appeal by the Campus President or the Vice President, Programs and Academic Affairs will be final.

CLASSROOM AND LABORATORY CONDUCT

Safety — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory. Additional safety standards may apply to externship sites.

- **Eating** — No food or beverage (except water in a spill-proof container) is allowed in classrooms or laboratories.
- **Breakage** — Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Students are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- **Homework** — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

In addition to these conduct expectations, students are also required to comply with the behavioral components of the following policies found in this catalog, which are incorporated and considered part of this Student Conduct Policy: the Nondiscrimination Policy, the Sexual Misconduct Response and Prevention Policy, the Drug and Alcohol Abuse Prevention Policy, the Withdrawal or Dismissal Procedure, Facility-Related Rules, the Scholastic Honesty Policy, the UMA Anti-Cyberbullying Policy, the Anti-Hazing Policy, the Externship/Practicum/Clinical Courses Policy, the Dress Code, the Telephone Policy, and the Classroom/Laboratory/Externship/Practicum/Clinical Etiquette for Electronic Devices Policy.

COPYRIGHT INFRINGEMENT POLICY

All members of the UMA community are required to comply with U.S. Federal copyright laws and regulations. UMA's Copyright Infringement policy, which is incorporated here by reference, is found in the Student Consumer Information, ultimatemedical.edu/pdfs/consumerinformation.pdf, under the Copyright Regulations section. This includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations. All members of the UMA community are required to review the Copyright Regulations section at the link above.

UMA ANTI-CYBERBULLYING POLICY

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

BULLYING
Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological

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

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

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

ANTI-HAZING POLICY

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.

GENERAL STUDENT COMPLAINT PROCEDURE/GRIEVANCE POLICY

Ultimate Medical Academy encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. UMA is dedicated to assisting our students and offers all students access to UMA Cares. Students may use UMA Cares to voice their problems, concerns, frustrations or complaints via phone at 800-509-5474 or email at umacares@ultimatemedical.edu.

UMA utilizes the following grievance policy for all matters except discrimination. If a student feels discrimination has occurred, the student should refer to UMA's Discrimination Grievance Policy in this catalog.

In addition to UMA Cares, a student may present a grievance through the following complaint and dispute resolution procedures. The institution will investigate all complaints or grievances fully and promptly. UMA strives to resolve issues as soon as possible. UMA provides an independent, unbiased representative to work with the student. Upon receipt of the complaint, UMA Cares acknowledges the student issue and the grievance process starts immediately. Retaliation against any student using the Grievance Resolution Process or UMA Cares is strictly prohibited.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Ultimate Medical Academy staff. Grievances may include misapplication

of the institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or another Ultimate Medical Academy team member.

For federal military and veterans' educational benefits recipients, please refer to the Military Complaint Process further within this section for additional options. Military personnel and veterans may choose to contact UMA Cares or follow the UMA Grievance Resolution Process below.

If you wish to appeal your Satisfactory Academic Progress, please refer to the Satisfactory Academic Progress section contained within this catalog.

STEP 1
A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2
A student should next bring the grievance to the attention of UMA Cares.

STEP 3
Should the student's grievance not be resolved to the student's satisfaction after completing steps one and two, or if steps one and two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Chief Compliance Officer or designee (Clearwater)/Vice President, Programs and Academic Affairs or designee (UMA Online). The Chief Compliance Officer or designee (Clearwater)/Vice President, Programs and Academic Affairs (UMA Online) will make a determination within two business days.

STEP 4
The determination of the Chief Compliance Officer or designee (Clearwater)/ Vice President, Programs and Academic Affairs or designee (UMA Online) may be appealed in writing or by personal appearance in front of the Grievance Committee within 14 days of the decision by the Chief Compliance Officer or designee (Clearwater)/Vice President, Programs and Academic Affairs or designee (UMA Online).

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

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

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

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

GEORGIA RESIDENTS
Complaints from Georgia residents should be directed to:

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

IOWA RESIDENTS

Complaints from Iowa residents should be directed to:

Iowa Student Aid Commission
475 SW Fifth St.
Suite D
Des Moines, IA 50309
info@iowacollegeaid.gov
iowacollegeaid.gov/StudentComplaintForm

KANSAS RESIDENTS

Complaints from Kansas residents should follow the procedure outlined by the Kansas Board of Regents at:

kansasregents.org/academic_affairs/private_out_of_state/complaint_process

For any questions, please contact:

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
785-430-4240
kansasregents.org/academic_affairs/private_out_of_state/complaint_process

KENTUCKY RESIDENTS

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form(s) must be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601
Forms are located at: kcpe.ky.gov/Pages/Student-Resources.aspx

Kentucky Student Protection Fund

Pursuant to KRS 165A.450, all licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601
Forms are located at: kcpe.ky.gov/Pages/Student-Resources.aspx

MARYLAND RESIDENTS

UMA is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
410-528-8662
888-743-0823 (toll free)
mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

NEBRASKA RESIDENTS

Complaints from Nebraska residents should be directed to the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at:

301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
402-471-4825
education.ne.gov/wp-content/uploads/2017/07/PPCS_Complaint-form.pdf

NEW MEXICO RESIDENTS

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

hed.nm.gov/students-parents/student-complaints

For any questions, please contact:

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-2100
hed.state.nm.us
505-476-8400

NORTH CAROLINA RESIDENTS

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at:

studentcomplaints.northcarolina.edu/form.

For more information contact:

North Carolina Post-Secondary Education Complaints
140 Friday Center Drive
Chapel Hill, NC 27517
(919) 962-4558

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at: ncdoj.gov/complaint. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Español (919) 716-0058.

If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

OKLAHOMA RESIDENTS
If a matter is not resolved though the school's internal grievance policy, the student may contact the Oklahoma Board of Private Vocational Schools to submit a complaint. Complaints should be submitted in writing to:

Oklahoma Board of Private Vocational Schools
3700 N. Classen Boulevard, Suite 250
Oklahoma City, OK 73118
Telephone: 405-528-3370
Fax: 405-528-3366
obpvs.ok.gov/students#studentforms

TEXAS RESIDENTS
Texas Higher Education Commission Board ("THECB") encourages the early resolution of student complaints through use of the institutions' student complaint/grievance procedures. If the matter is not resolved through the institutions' student complaint/grievance procedures, the student may file a complaint by following THECB prescribed procedures available at:2

highered.texas.gov/student-complaints/

FEDERAL MILITARY AND VETERANS' EDUCATIONAL BENEFIT RECIPIENTS COMPLAINT REGISTER
Ultimate Medical Academy encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. UMA Cares is an additional resource UMA provides to students. A UMA Cares Resolution Specialist is available for students to voice their problems, concerns, frustrations or complaints via phone at 800-509-5474 or email at:

umacares@ultimatemedical.edu

Additionally, UMA's Military and Veteran's Affairs Department is a resource for active military, veterans and their families. You may contact the department at militaryaffairs@ultimatemedical.edu. However, federal military and veterans' educational benefit recipients may choose to use the Postsecondary Educational Complaint System to register complaints that can be tracked and responded to by the Departments of Defense, Veterans Affairs, Justice, and Education, the Consumer Financial Protection Bureau, and other relevant agencies. You may file a complaint using the Department of Defense Postsecondary Educational Complaint System at:

militaryonesource.mil/-/postsecondary-education-complaint-system

STUDENT RECORDS

RECORDS MAINTENANCE

UMA maintains student records in an easily accessible and orderly fashion for all students in accordance with UMA's record retention policy and applicable regulatory requirements. Official academic transcripts are maintained permanently. In accordance with Wisconsin State law, student records are kept for a minimum of 6 years after graduation or a student's last date of attendance.

TRANSCRIPTS

UMA students and alumni wishing to obtain copies of their official transcripts are required to request them online at UltimateMedical.edu/transcript For unofficial transcripts, students may request either in person or in writing via mail or email to:

Ultimate Medical Academy
1255 Cleveland Street
Clearwater, FL 33755
727-298-8685
registrarCLW@ultimatemedical.edu

For courier and mail items only, please send to the following address:
Ultimate Medical Academy Online
9309 N. Florida Ave.
Tampa, FL 33612
877-241-8786/Ext: 1160
onlineregistrar@ultimatemedical.edu

Transcripts will only be released to a UMA student or graduate unless a surrogate (another designated person) is identified on a student's FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. Please allow ten calendar days for receipt.

ACADEMIC HOLD

Student records may be placed on hold for any of the following reasons:

- Expulsion resulting from violation of Student Conduct
- Dismissal resulting from failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)

Until a hold is removed, individuals may not be allowed to:

- Attend class
- Register for class
- Restart school from an inactive status

Appeals to this policy can be made to the Campus President (Clearwater)/Vice President, Programs and Academic Affairs (UMA Online) in writing [except for failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)]. The Campus President (Clearwater)/Vice President, Programs and Academic Affairs (UMA Online) notifies students in writing regarding the results of an appeal.

EXTERNSHIP/PRACTICUM/CLINICAL COURSES (WHERE APPLICABLE)

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

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

DRESS CODE

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

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

- Clothing for All Programs with Externships/Practicums Except Emergency Medical Technician
    - Scrubs in the color designated by program should be neat, clean, professional, and unwrinkled.
    - Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes, or mesh are permitted. Croc nursing shoes without holes are permitted
    - Undergarments must be worn as appropriate, and not visible.
    - Outerwear (e.g. sweaters, jackets, and lab coats) must be neat, professional and clean. Students in some programs may be required to wear lab coats during certain activities. Only lab coats are permitted in the lab and should not leave the lab.
- Clothing for the Emergency Medical Technician Program
    - All black leather shoes or boots, plain toe (no decorative stitching). Preferably safety toe shoes (composite or steel). Black socks if they can be seen. No tennis shoes. Boots/Shoes must be polished and well maintained throughout the program.
    - Black or navy blue BDU Pants (i.e., Dickies). No holes or tears in pants.
    - Black leather belt
    - UMA issued polo shirt must be tucked in, well maintained, and must be worn at all times to clearly identify students to the public.
    - All students are required to wear their identification badge during all classroom, skills laboratory, and externship experiences. The badge must be displayed above the waist. Externship site-specific identification badges must be visible during externship experiences, according to the site uniform guidelines.
    - Undergarments must be worn as appropriate, including a monochromatic t-shirt under your polo
- Nails must be short, neat, and natural/light nail color. EMT students are not allowed to wear acrylic overlay, dip, or extensions.
- Jewelry should be professional in appearance and kept to a minimum. Jewelry and removable accessories must be well-secured with no danger of falling off/out or causing contamination. No dangling, hanging, or sharp-edged jewelry or accessories. Some programs may require the removal of jewelry for clinical skills.
- False eyelashes should not impede vision and be well secured with no danger of falling off causing contamination. Emergency Medical Technician students are not allowed to wear false eyelashes.
- Body art (e.g. tattoos) should be professionally acceptable and may be required to be covered depending on program.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. No hats, shower caps, rags or bonnets are permitted. Hair and/or coverings must not dangle or extend excessively in such a way that they present a safety hazard. Long hair must be pulled back and secured

while in a lab. Others may be asked to pull back their hair when not in a lab.
- Cosmetics must be appropriate and professional for a healthcare environment. Perfume or cologne should be used sparingly, and individuals may be asked to discontinue use of products. Emergency Medical Technician students are not allowed to wear perfume or cologne.

Externship/Practicum sites establish their own company policies and dress codes that may differ from UMA's policy. For more information regarding or an exception to this policy, please see the program director.

TELEPHONES (CLEARWATER AND RESIDENTIAL PROGRAMS)
School office telephones are not for student use. In the case of a personal emergency, students may contact the campus administrator to request the use of a school phone. Use of cellular phones in labs and classrooms is disruptive to instructors and fellow students and is not permitted. Family members, as allowed by a signed FERPA release form, may reach a student in the event of an emergency through the front desk. Students should inform family and friends of lab and classroom hours and of school policy regarding phone calls. Cell phones are permissible on school grounds but must be turned off during classes.

CLASSROOM/LABORATORY/EXTERNSHIP/PRACTICUM/CLINICAL ETIQUETTE FOR ELECTRONIC DEVICES – WHEN APPLICABLE
Technology used in these settings should be used in a manner that will enhance the learning environment for all. Students wishing to use any form of electronic device while in these settings must receive prior permission from the instructor/site. Any device that can photograph, send and receive messages, or record (visually or audibly) may not be used at any time during an exam.

Any use of technology that detracts and/or disrupts the learning environment or promotes any form of academic dishonesty is strictly prohibited by UMA. Students who violate this policy will be subject to appropriate disciplinary action.

TEXTBOOKS
The UMA website includes a listing of required textbooks by course which may be found at:

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

Most UMA courses utilize enhanced digital learning resources, digital readings and content which includes interactives that are embedded in the course. Students have the ability to access the digital readings continuously throughout their enrollment at UMA. Students enrolled in courses that do not utilize digital learning resources will receive print versions of the required resource materials in the mail. Students enrolled in Clearwater or residential programs receive any print-based resources on campus. The cost of digital learning resources (or printed resources if a digital resource is not available) required for UMA courses are included in the cost of tuition. Active duty military students are not charged for textbooks or the enhanced digital learning resources subscription.

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

TRANSPORTATION
Students enrolled in Clearwater or residential programs are responsible for providing their own transportation to and from the campus, and externship/clinical/practicum sites. UMA's Clearwater campus is conveniently located on main bus routes. Please contact a campus administrator for additional information.

HOUSING

UMA does not provide housing or dormitories for enrolled students. However, convenient housing for Clearwater students is available at rental facilities in the local area.

STUDENT SERVICES AND RESOURCES

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

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

STUDENT SERVICES

UMA Online: 888-216-0544 learnerservices@ultimatemedical.edu

Clearwater: 727-674-2609 clearwaterls@ultimatemedical.edu

The Learner Services department provides support for students throughout their time at UMA. New Student Advisors focus on helping students adjust to life as a UMA Online learner, to outline the resources UMA offers, and to help each student be successful during the first 10 - 15 weeks of school. After the first 10 - 15 weeks, each student is assigned a Learner Services Advisor who remains at their service through graduation. Both New Student Advisors and Learner Services Advisors are available to answer any questions about grades, the UMA Online classroom, student expectations and more. Upon request, UMA will consider furnishing a replacement laptop charger for students who are eligible to participate in the laptop program, scrub uniform, or cap and gown for those students needing assistance.

LIBRARY SERVICES | 877-295-5078 askthelibrarian@ultimatemedical.edu

UMA facilitates student engagement with course materials and beyond by connecting them to resources available in the UMA Virtual Library. The UMA Virtual Library's core collection includes thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location.

As a shared service for all locations, UMA maintains a full-time Librarian who provides students, faculty, and staff with research assistance and instructions for navigating the virtual library's digital collection and manages the circulation of physical library resources at the Clearwater campus. Hours are posted on ultimatemedical.edu/students/directory. For questions, please contact the UMA Librarian at 877-295-5078 or askthelibrarian@ultimatemedical.edu.

CAREER SERVICES

UMA Online: 888-315-8211 onlineplacementassistance@ultimatemedical.edu

Clearwater: Clearwatercareerservices@ultimatemedical.edu

UMA has an active Career Services department that assists graduates in locating entry-level career opportunities related to their field of study. Career Services Advisors work directly with local businesses, industry leaders, and advisory board members to assist students with conducting a professional job search. UMA does not, in any way, guarantee employment. It is the goal of the Career Services office to help all graduates realize their personal and professional development goals and assist them in seeking employment.

Career Services Advisors provide job search assistance for all UMA graduates. Career Services Advisors focus on assisting students with resume reviews, job search strategy, job opportunities, the application process, interview preparation, and overall support in their employment pursuits.

Career Services Advisors also provide continued on-the-job support for the first couple of weeks that a UMA graduate is gainfully employed. This support includes effective conflict resolution and building your network. The Career Services Advisors then bridge the gap between Career Services and continued Alumni support.

Graduates will also have the opportunity to partner with our Corporate Alliance Department, who leverages UMA's relationships with national employers to fill their allied healthcare needs.

ALUMNI SERVICES | 888-216-0535 alumniservices@ultimatemedical.edu
UMA provides alumni from both campuses with ongoing career development support (e.g., career coaching, interview preparation, resume revisions). The Alumni Services team performs quarterly outreach to UMA alumni regardless of their employment status, sustains engagement with alumni, and supports their long-term career goals as well as graduate refresher modules. The Alumni Services team is available to alumni to support new job searches and career progression.

CERTIFICATION SERVICES
UMA Online: 888-208-1849 certificationservices@ultimatemedical.edu
Clearwater: 727-298-8685 clwcertification@ultimatemedical.edu
The Certification Services team is available to support students and graduates in registering for certification exams where relevant to the student's program. In selected programs students and graduates can access preparation materials and receive academic support from instructors.

GUIDANCE RESOURCES | 866-797-1622 ultimatemedical.edu/help
The UMA Student Guidance Center is available 24/7 and provides confidential counseling at no additional cost to the UMA student, graduate, and/or members of his/her household and can be conducted face-to-face or in a web meeting. The UMA Student Guidance Center offers confidential assessment and referral, work-life solutions, financial information and resources, guidance resources online, and legal support and resources. Students can learn more about the UMA Student Guidance Center by visiting ultimatemedical.edu/help.

STUDENT RESOURCES | 813-387-6753 studentsuccess@ultimatemedical.edu (UMA Online)
The Student Success Center, the Wellness Center, and PUMA Den's Information Center provide a multitude of resources and information designed to assist students throughout their learning experience with academic and non-academic resources. Resource topics include laptop and technical support, financial aid, learner services, career preparation, and health and wellbeing. On-demand webinars, instructor sessions and information regarding how to access other valuable UMA resources are also available.

ADDITIONAL SUPPORT SERVICES | 800-509-5474 umacares@ultimatemedical.edu
UMA Cares works with all appropriate UMA departments to answer inquiries and resolve issues received from students and other non-team members. UMA Cares takes all inquiries seriously and will respond in a timely manner.

ACADEMIC STANDARDS

DEFINITIONS

Academic Year: UMA's standard Academic Year is defined as the length of time that a student takes to complete a minimum of 30 weeks of coursework and a minimum of 24 semester credits.

Clock Hour: A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

Credit Hour Conversion: Minimum in-class equivalent work is calculated under the following formula for each semester credit:

15 classroom lecture hours	= 1 semester credit hour
30 laboratory hours	= 1 semester credit hour
45 externship/clinical/practicum hours	= 1 semester credit hour

Fractions of credits (other than one-half) are rounded down to the next lowest half or whole number.

UMA also expects each student to do outside work each week to support his/her classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned and documented on course syllabi. The combination of in-class and out-of-class work for each UMA semester credit represents a minimum of 45 total hours or its recognized equivalent.

Cumulative Grade Point Average (CGPA): A calculation of student grades for all courses completed. Please see the formula below:

$$\text{CGPA} = \frac{\text{Total Quality Points Earned}}{\text{Total Credits Attempted}}$$

Evaluation Point: An academic progress check point in a program

Grade Point Average (GPA): The course grade earned by a student determined by dividing the total number of quality points earned by the total number of credits attempted. Only grades of A, B, C, D, and F are used to calculate the GPA.

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

Instructional Time: Instructional time represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship/Practicum time for purposes of instructional time assumes 30 hours of externship work per week. Instructional time does not include scheduled breaks of more than 5 consecutive days.

Module: A module is the length a of course. Modules range from 5 – 16 weeks depending upon the program.

- Clearwater general education/elective courses and Dental Assistant with Expanded Functions core courses are 5 weeks. Clearwater Medical Assistant, Patient Care Technician, and Nursing Assistant core courses are 6 weeks. Clearwater Phlebotomy Technician's core course is 8 weeks. Clearwater externship courses vary in length.
- UMA Online courses are 5 weeks in length, except for RX3400 which is 7 weeks and EMS1100 and EMS 2100 which are 16 weeks.

Normal Time: As instructional time does not include scheduled breaks or make-up work, normal time does represent a more accurate program completion timeframe for most UMA students. Due to varying start dates and scheduled breaks within the year, UMA estimates the maximum normal time based on the calendar year between a program start date and a student's completion of program requirements. Actual completion time may vary from normal time if a student takes any leaves of absence, receives transfer credit from previous institutions and/or repeats coursework.

Payment Period/Term/Semester: A payment period, term, or semester is defined as 15, 16, 18, 20, or 24 weeks depending upon the program.

Quality Points: Quality Points are determined by assigning a numerical value for the letter grade earned in a course, multiplied by the credit hours associated with that course. For example, if an A is earned in a 3-credit course, 12 Quality Points will be earned for that course (4 x 3 = 12).

Course Quality Points Chart

Letter Grade	Quality Points	1 credit	2 credits	3 credits	4 credits	5 credits	6 credits	8 credits
A	4	4	8	12	16	20	24	32
B	3	3	6	9	12	15	18	24
C	2	2	4	6	8	10	12	16
D	1	1	2	3	4	5	6	8
F	0	0	0	0	0	0	0	0

Semester Credit Hour: Academic credit is calculated on a semester credit hour basis. A semester credit is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, externships, practicum, and other academic work leading to the award of credit hours.

ADDITIONAL GRADING DEFINITIONS AND IMPACT ON SATISFACTORY ACADEMIC PROGRESS
A, B, C, D, and F: Grades assigned to current students who complete the course. Letter grades are included in the GPA, CGPA, Pace of Progress, and Maximum Time Frame calculations for Satisfactory Academic Progress. For additional information, please refer to the Satisfactory Academic Progress policy in this catalog.

EE = Externship Extension: This grade is assigned when a student fails to complete all the necessary externship hours required by their program within a scheduled grading period. This grade does not affect satisfactory academic progress.

EL = Experiential Learning: This grade is assigned when a student provides the required documentation of learning that occurred outside of a formal academic setting but is approved by the UMA Registrar as meeting the requirements for awarding experiential learning credit. Requirements are on file with the Office of the UMA Registrar. A grade of "EL" is given for approved Experiential Learning and included as credits attempted and credits earned, Maximum Time Frame and Pace of Progress when calculating SAP. Experiential Learning coursework must have a score of 80% or higher.

I = Incomplete (Clearwater): This grade does not affect a student's satisfactory academic progress. Any student who wishes to request an incomplete grade is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments and tests by the last day of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete grade which is converted to a final grade at the end of the

approved extension.   An extension for incomplete work will not exceed seven (7) calendar days from the last scheduled day of a course, excluding any scheduled breaks. If students do not complete the required assignments and tests by the seventh (7th) calendar day from the last scheduled day of a course, they receive a grade of zero ("0") for the incomplete work. The zero ("0") grade is included in the calculation with all other grades earned in the course to determine a final grade for the course per the course grading rubric.   Students with an incomplete grade in a course are permitted to attend regularly scheduled classes.

TC = Transfer Credit: Students transferring from another institution, or students who transfer to a different program, program version, or UMA location, may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and included as credits attempted and credits earned, Maximum Time Frame and Pace of Progress when calculating SAP. External transferred courses must have a final grade of "C" or higher. Internal transferred courses must have a passing grade as defined by the academic program.

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

WD = Withdrawn from Course: A grade of "WD" indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact CGPA, Pace of Progress, or   Maximum Time Frame calculations nor does it count towards credits attempted.

WW = Withdrawn from Course without Penalty: This grade indicates a course that has been scheduled, and the student was administratively removed from the course for reasons other than attendance and academic policy violations and did not receive a grade. This grade does not impact the cumulative grade point average, pace of progress, or maximum time frame nor does it count toward credits attempted. Issuance of this grade may require Compliance Department approval.

♦ = Associated Course: An Associated Course is a shared course that is moved from one program to another and occurs when a program version changes or when a student transfers between UMA programs which share courses. The diamond for an Associated Course represents a prior course with an associated grade that is factored into Satisfactory Academic Progress in the current program. Associated Courses count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade Identification and Related Impact on SAP Elements chart.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Pace of Progress.)

UMA measures SAP at the end of each evaluation point as defined in this catalog, typically the semester or payment period.

- Maximum Time Frame (MTF) is evaluated at the end of every module in programs greater than 15 weeks.
- Cumulative Grade Point Average (CGPA) and Pace of Progress (POP) evaluation points are:
    - For standard term programs, the evaluation point is every semester, which is 15 weeks.
    - For non-term programs, the evaluation points occur after the successful completion of three modules except for the Dental Assistant with Expanded Functions (diploma) and Patient Care Technician programs.
    - The Dental Assistant with Expanded Functions (diploma) and Patient Care Technician programs' first evaluation point is after the successful completion of four modules with subsequent evaluation points after three successfully completed modules.

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

Satisfactory Academic Progress Benchmarks			
Number of Program Weeks Attempted	**Minimum CGPA***	**POP****	**SAP Not Met Action**
Term Programs: First semester, three courses, which equals 15 weeks' Evaluation Point Non-Term Programs: First three successfully completed modules or four successfully completed modules for Dental Assistant with Expanded Functions (diploma) and Patient Care Technician (15, 18, 20 or 24 weeks)	1.5	62%	FA/AD Warning
Term Programs: Second and subsequent semesters (15 Week Evaluation Points) in term programs (dependent on program and except for associate degree program students at the end of the second academic year and beyond***) Non-Term Programs: Every third successfully completed module	2.0	67% (Rounding applies 66.66% rounds to 67%)	FA/AD Warning if student was meeting SAP during the prior Evaluation Point. If not, see Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Probation section below.
Maximum Time Frame			
Maximum Time Frame Not Met	N/A	Student has taken greater than 150% of the program's credit hours; or it has been determined that the student will not complete the program within 150% of the program's credit hours	Dismissal (eligible to appeal)

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

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

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

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

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

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

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

A Financial Aid/Academic Warning (FA/AD Warning) is a school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or POP

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

SAP requirements, the student is placed on FA/AD Warning for the next evaluation   period and the student is allowed Federal Student Aid eligibility for one semester/payment period. No SAP Appeal is required. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. See the next section for the result if the student is not meeting SAP requirements at the end of the FA/AD Warning period. The FA/AD Warning status is not applicable to degree program students failing to meet a 2.0 CGPA following the end of the second academic year. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation
Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures section.** Students who do not appeal SAP will be dismissed from UMA.

Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and agree to an Academic Plan. Students in the FA/AD Probation and SAP Meeting Plan statuses are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period (semester) or the duration of the Academic Plan. Students on an Academic Plan will be evaluated after each evaluation point for CGPA and after each grading period for MTF.

Students with an extended Academic Plan must be making progress toward the plan at the first scheduled SAP evaluation point (first semester) included in the plan. If the student is making progress, the student will be removed from FA/AD Probation status and will be updated to SAP Meeting Plan status. The student must continue to meet the Academic Plan requirements. If the student is not meeting the Academic plan at any SAP evaluation point, the student will be re-evaluated to ensure the student can still meet SAP standards within the academic plan timeframe. At the end of the next evaluation point(s), UMA will recalculate the student's SAP to determine if the student has met the Academic Plan requirements and Federal Student Aid eligibility, if qualified. If the student has not met the Academic Plan requirements, the student will be dismissed.

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

Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)
When UMA determines that students cannot complete their program within MTF, the students will be dismissed. Students who are active and completers who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who violate MTF prior to obtaining the required CGPA for graduation will also be dismissed. Students who are dismissed and want to return to the same program are advised by Student Finance they will not regain eligibility for Federal Student Aid assistance. For students who appeal to return to the same program and for whom the appeal is approved, the student will be placed in FA Suspension status. Therefore, these students will not be eligible for Federal Student Aid funds. **SAP   Appeal is required to return after dismissal for MTF. Please see SAP Appeal Procedures section.**

Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement
Students enrolled in an associate degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester for standard term programs or completion of twelve modules for non-term programs). Students who do not meet the 2.0 CGPA at the end of the second academic year are placed in a Suspension AY2 status and must file an appeal to remain in school. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. If a student fails to submit a written appeal or if the appeal is denied, the student is dismissed.   **SAP Appeal is required. Please   see SAP Appeal Procedures section.**

If the appeal is approved, the student will remain in the Suspension AY2 status and be ineligible for Federal Student Aid, if qualified, until the student's CGPA is 2.0 or above at an evaluation point.

Maximum Time Frame (MTF)
The maximum number of credit hours a student can attempt to successfully complete a program is defined as 150% of the required semester credit hours for the program. Transfer credits are treated as attempted and completed in the calculation.

MAXIMUM TIME FRAME		
DIPLOMA PROGRAMS	**CREDIT HOURS REQUIRED**	**MAXIMUM CREDIT HOURS ATTEMPTED**
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Emergency Medical Technician	14.00 Credits	21.00 Credits
Medical Administrative Assistant	38.00 Credits	57.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Nursing Assistant	6.00 Credits	9.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits
ASSOCIATE DEGREE PROGRAMS	**CREDIT HOURS REQUIRED**	**MAXIMUM CREDIT HOURS ATTEMPTED**
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Management	63.00 Credits	94.50 Credits
Health Sciences - Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Health Sciences - Medical Administrative Assistant	62.00 Credits	93.00 Credits
Health Sciences - Medical Assistant	60.50 Credits	90.75 Credits
Health Sciences - Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Health Sciences - Pharmacy Technician	61.50 Credits	92.25 Credits
Healthcare Accounting	65.00 Credits	97.50 Credits
Healthcare Management	66.00 Credits	99.00 Credits
Medical Billing and Coding	63.00 Credits	94.50 Credits

SAP Appeal Procedures – Notifications
No later than ten calendar days from the end of the evaluation point, UMA performs SAP calculations and notifies students in writing who did not meet SAP standards. Each student who does not meet SAP standards receives written notification of the results of their SAP evaluation and if applicable SAP appeal decision including:

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

SAP Appeal Procedures

All SAP appeals must be documented. Students must complete the SAP appeal form five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form. Students in a LOA school status at the time of a SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form, the student is dismissed from UMA. SAP appeals must identify the circumstances that interfered with the student's academic success and describe how circumstances have changed to allow the student to meet SAP standards by the next SAP evaluation point.

Acceptable circumstances for a SAP appeal are:

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

Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive identification and description of:
    o the circumstances leading to his/her failure to meet SAP
    o the student's resolution to those circumstances
3. The validity of the circumstances leading to the appeal
    o Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP.
4. The student's CGPA, POP, and/or MTF. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., graduation).
5. Prior SAP appeals made by the student

UMA may consider information from other sources, such as prior appeals, when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Program Director/designee (UMA Online) or Program Director/Campus President (Clearwater) regarding whether to grant a SAP appeal and allow the student to remain enrolled at UMA. A student whose SAP appeal is denied is informed within five calendar days after the appeal decision, SAP status and their dismissal from UMA. The reason for appeal denial is documented in the student's academic record two business days after the appeal decision.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and resulting SAP status and are required to sign their Academic Plan three calendar days (excluding scheduled breaks and LOAs) after receipt. Failure to sign the Academic Plan in a timely manner will lead to dismissal.

The appeal decision is final.

Violations of the Academic Plan typically lead to dismissal.

SAP appeal procedures specific to certain status are listed below:

SAP Appeal Procedures – SAP Suspension

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

SAP Appeal Procedures – Academic Year Two CGPA Requirement

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

SAP Appeal Procedures – Dismissals

Students interested in enrolling in a new program after dismissal based on failure to meet SAP requirements in their most recent program or students selecting to reenroll into a program from which they have been previously dismissed based on a failure to meet SAP requirements must contact a Reentry Advisor (UMA Online) or Sr. Learner Services Advisor (Clearwater) to determine the student's eligibility and requirements to reenter. Requirements to reenter may require a SAP Reentry Appeal.

OTHER FACTORS THAT MAY AFFECT SAP

- In addition to the final letter grades issued by UMA, there are additional factors which also affect a student's SAP, such as incomplete grades, withdrawing from a course, non-punitive grades, withdrawal from a course or the school, associated courses and transfer credits, program transfers, and students seeking an additional credential.
- Withdrawing from a course, failing a course, or retaking or repeating a course may directly affect a student's SAP calculation that includes CGPA, POP and MTF. Each qualitative and quantitative measure for these circumstances is outlined in the "Grade Identification and Related Impact on SAP Elements" chart and is defined in the Grading Systems section of this catalog in the Additional Grading Definitions and Impact on SAP section.
- Please also refer to the Retaken/Repeated Courses section of this catalog for additional information regarding the impact on a student's SAP.
- When a student elects to change programs or earn an additional credential, all shared courses and their grades will be associated to the new program. Shared courses with the grades of A, B, C, D, or F count toward CGPA, credits attempted, and credits earned (except F grades do not count toward credits earned).
- Withdrawing or failing a required course necessitates a student to retake the course. The SAP calculation will reflect the original and subsequent course, which can lower the POP and lengthen the student's time in the program for purposes of MTF.
- UMA students who complete their academic program requirements and do not have the required 2.0 CGPA to graduate from the program can repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds, if qualified, and will not be charged for tuition for the repeated courses taken after they complete their academic program requirements.
- Completer students in an Extended Enrollment status who exceed MTF will be dismissed. These students are eligible to appeal. Please refer to the "Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)" and "SAP Appeal Procedures" sections in this catalog. Completer students with approved appeals will return to UMA in an Extended Enrollment status, will not be charged for courses in that program, and are not eligible to receive Federal Student Aid funds.

GRADING SCALES

Students are assessed and must pass examinations and skills demonstrations (i.e. practical demonstration, practice assignments, formative assessments, etc.) for every course attempted & completed. An 'attempt' occurs when a student attends class with the intention of earning credit towards the completion of the course. Grades are assigned for course attempts and completions. Non-passing grades result in course repeats.

A grade of 'D' or higher is required for successful course completion in the programs listed in the scale below:

Grading Scale for UMA Online Programs Except Emergency Medical Technician Program and Clearwater General Education/Elective Courses in Associate Degree Programs

Grade	Range	Definitions	Quality Points
A	89.5 – 100.0	Outstanding	4
B	79.5 – 89.49	Above Average	3
C	69.5 – 79.49	Average	2
D	59.5 – 69.49	Below Average	1
F	< 59.5	Failure	0
EE	N/A	Externship Extension	N/A
EL	N/A	Experiential Learning	N/A
I	N/A	Incomplete (Clearwater)	N/A
TC	N/A	Transfer Credit	N/A
W	N/A	Withdraw	N/A
WD	N/A	Withdrawn from Course	N/A
WW	N/A	Withdrawn from Course without Penalty	N/A

A grade of 'C' or higher is required for successful course completion in the programs listed in the scale below:

Grading Scale for Clearwater Diploma Programs and UMA Online Emergency Medical Technician Program

Grade	Range	Definitions	Quality Points
A	89.5 – 100.0	Outstanding	4
B	79.5 – 89.49	Above Average	3
C	69.5 – 79.49	Average	2
F	< 69.5	Failure	0
EE	N/A	Externship Extension	N/A
I	N/A	Incomplete	N/A
TC	N/A	Transfer Credit	N/A
W	N/A	Withdraw	N/A
WD	N/A	Withdrawn from Course	N/A
WW	N/A	Withdrawn from Course without Penalty	N/A

ADDITIONAL ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS INFORMATION

(For additional information, please refer to Associated Courses and Internal Transfer Credits in the Admissions section.)

Students who transfer programs within UMA, students who transfer from one UMA location to another UMA location, or prior students who reenter into UMA may be eligible to receive transfer credits for courses previously completed at UMA. The UMA Registrar's Office performs a transfer credit evaluation and applies any eligible internal transfer courses and their grades to the new program. Please refer to the Grading Systems section of this catalog as some UMA programs require the minimum of a "C" as a passing grade.

For students who have successfully completed an eligible UMA diploma program and are entering a corresponding associate degree program, generally all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program, subject to the other provisions of this policy.

When same or equivalent courses in one UMA program and their grades are accepted for transfer into another UMA program, the transferred credits and grades count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF based upon the earned grade. Please see the Grade

Identification and Related Impact on SAP Elements chart in the Satisfactory Academic Progress section of this catalog.

RETAKEN/REPEATED COURSES

1. No course may be retaken or repeated more than twice and only as scheduling permits. Students who fail the same course or an equivalent course three times are dismissed. Students cannot transfer to another program that contains the same required course or an equivalent course. Grades of "EE," "W," "WD" and "WW" do not count in the retaken course limitation.
   a. Repeated course is defined as a course previously passed by the student; however, the student is electing to take the course again to increase their CGPA. The highest grade received in the repeated course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
   b. Retaken course is defined as a course previously failed by the student. The student must successfully complete any previously failed courses within the program. The highest grade received in the retaken course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
2. All attempts where the course was passed count in the Maximum Time Frame and Pace of Progress calculations as attempted and earned credits.
3. All attempts where the course was failed count in the Maximum Time Frame and Pace of Progress calculation as attempted but not earned credits.
4. If a student fails to earn a passing grade in a required course, he/she must repeat that course.
5. Failing and subsequently repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. All course attempts count toward the Maximum Time Frame and Pace of Progress.

FINAL GRADES

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

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

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

In compliance with FERPA regulations, UMA refrains from the public posting or distribution of grades either by the student's name or student number.

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

Students who do not successfully complete all work in the established time period earn zero ("0") points for each missing assignment not completed and a calculated final grade which incorporates zero ("0") points for each missing

assignment. Failure to submit missing or incomplete assignments during the final grading period does not constitute a reason to submit a final grade concern.

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

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

FINAL GRADE CONCERNS – During the Provisional Registration Period
Students who wish to submit a final course grade concern must contact the Campus President or designee (Clearwater and residential) or raise a Final Grade Concern Help Request in the UMA Portal (active UMA Online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school UMA Online students only) within 8 calendar days (excluding scheduled breaks of 5 calendar days or more) of their course end date explaining the reason for the final grade concern.

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

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

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

The final grade concern decision is final.

FINAL GRADE CONCERNS – Officially Registered Students
Students who wish to submit a final grade concern in a course must contact the Campus President or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active UMA Online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of- school UMA Online students only) within 10 calendar days (excluding scheduled breaks of 5 calendar days or more) of the regular course end date explaining the reason for the final grade concern.

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

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

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

The final grade concern decision is final.

LATE COURSEWORK

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

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

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

EXTENSION PERIODS

UMA acknowledges that there may be instances where students cannot complete the required hours within an allotted grading period. Unless otherwise noted, approved hours earned in all grading periods are combined to determine completion of required hour requirements. If a student is out-of-school for more than 180 days then resumes an attempt at completing required hours, no hours earned before the 180-day break will count towards the required hour requirement. Hours will not be counted for students if they are not approved including students whose site does not evaluate the student, whose performance is otherwise unsatisfactory as determined by UMA, or due to site dismissal for conduct or policy violation(s) during the session in question and/or associated with the policy violation or unsatisfactory performance.

EXTERNSHIP EXTENSION (EXCLUDES EMS2100 AND HT3100)

UMA offers an Externship Extension which is equivalent to one additional grading period. At the end of the scheduled externship, students who have not completed the required hours will receive an Externship Extension ("EE" grade) for that grading period. Students will be automatically scheduled for one additional grading period beginning with the first day following the end of the original grading period to complete all necessary hours.

Students who complete the required hours within the Externship Extension grading period will receive a final grade based on course performance. The "EE" grade for the original grading period is not changed.

Students who do not complete the required hours within the Externship Extension grading period may be granted, on a case-by-case basis, a third attempt to complete their hours with an approved appeal by the appropriate school officials. For Clearwater students, the appeals are reviewed by a Program Director and Campus President or

designee. For UMA Online students, the Learner Services Advisor will send the appeal to the student. Once the student signs the form, it is routed to a Program Director then the Associate Director of Academic Affairs or designee for review. For students whose appeal is denied, the student earns an "F" grade if the hours are not completed by the end of the current grading period.

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

PRACTICUM/CLINICAL EXTENSION (EMS2100 AND HT3100 ONLY)
If students have outstanding required hours at a healthcare facility at the end of the final grading period and have made adequate progress in the course, there will be a Practicum/Clinical Extension granted to students who have completed the minimum required hours at a healthcare facility. For the Health Information Management program, a minimum of ten (10) hours at a healthcare facility must be completed prior to the end of the final grading period. For the Emergency Medical Technician program, a minimum of thirty (30) hours at a healthcare facility must be completed prior to the end of the final grading period. The Practicum/Clinical Extension may be granted for an additional two weeks from the end date of the course to complete outstanding hours.

HONORS AND AWARDS
Students qualify for UMA's Honor Roll if their grades achieved during the official evaluation period result in a CGPA of 3.50 – 3.99. A CGPA of 4.0 for the official evaluation period qualifies the student for the Dean's List. Students should contact Learner Services (UMA Online) at 888-216-1667 or the Campus President or designee (Clearwater and residential) at 727-298-8685 for information on any additional honors and awards that may be offered by their location.

REQUIREMENTS FOR RELEASE TO EXTERNSHIP/PRACTICUM
Students must have a CGPA of at least 2.0 before being released to externship/practicum and must have passed all required courses as indicated in the course description/syllabi with the exception of Emergency Medical Technician students whose externship hours are completed corequisite with didactic and clinical laboratory instruction.

A student who has completed all coursework but has a CGPA below a 2.0 must repeat course(s) to raise his/her CGPA above a 2.0.

GRADUATION REQUIREMENTS
Students must meet the following requirements to graduate:

- Successfully complete all required courses and required externship/clinical/practicum hours (if applicable)
- Earn a minimum CGPA of 2.0 in their program of study
- Satisfy all attendance requirements of the institution

Students who complete their educational program requirements and do not meet the minimum CGPA to graduate are considered a "completer." Completer students may be eligible to retake classes, at no charge and without Federal Student Aid, to increase their CGPA to meet the minimum 2.0 graduation requirement. Any completer student electing to return must meet with a reentry advisor (UMA Online) or Learner Services Advisor (Clearwater) to discuss appeal requirements.

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

ATTENDANCE
Regular attendance is expected to allow students to develop the skills and attitudes required in the workplace. Attendance is based on the student being physically present in a course or an externship/practicum site. Attendance

in the online classroom is based on a student's completion of academically related activities such as discussion boards, submission of assignments, and taking tests.

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

Students enrolled in multiple courses during the same grading period are expected to attend each course. Students who do not attend a course within the first 14 consecutive calendar days from the scheduled course start date (excluding scheduled breaks) are withdrawn from the course.

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

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

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

CLEARWATER

Regular attendance in labs and other required academic sessions is expected for students to develop the skills and attitudes required in the workplace.

Due to much of the education in UMA's Clearwater programs being "hands-on," attendance is critical to master skill sets necessary for employment.

Clearwater students utilizing VA education benefits must demonstrate attendance. Clearwater students who miss more than five scheduled class days or do not complete an online, academically related activity such as discussion boards, submission of assignments, or an assessment within a grading period are placed on VA eligibility probation for the following grading period.

If at the end of the following grading period, a student has again missed more than five scheduled class days, or does not complete an online, academically related activity such as discussion boards, submission of assignments or an assessment, the student's VA education benefits are cancelled through notification to the Veterans Administration. If a student maintains satisfactory attendance during the VA eligibility probation period, the student is removed from VA eligibility probation.

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

UMA ONLINE

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. In the UMA Online environment, attendance is based on completion of academically related activities such as discussion boards, submission of assignments or an assessment. UMA Online students receiving VA educational funding must participate in class activities as defined above on at least a weekly basis.

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

- Students who are enrolled in multiple courses in a grading period must meet the attendance requirements for each course. In the event the student does not maintain satisfactory attendance in a course, the student will be placed on attendance probation. If the student fails to participate for another week in the same course, the student's VA benefits will be terminated for that specific course only if all attendance requirements are met for all other courses within the grading period.

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

DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS

UMA does not provide a drop/add period. UMA's educational programs recommend students to complete courses in a specific order (defined as general course progression or prerequisites). UMA's curriculum continues to build on knowledge gained from course to course.

If a student fails a course, the student will continue in their next scheduled course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course accordingly. If the failed course is not available and/or must be completed prior to continuing any other courses given prerequisite requirements, UMA will work with the student to process an alternative solution such as an alternative course or a leave of absence until the course is available.

LEAVE OF ABSENCE

UMA administers the following leaves of absence:

LEAVES OF ABSENCE IN NON-TERM TITLE IV PROGRAMS

Ultimate Medical Academy (UMA) understands unforeseen circumstances arise which may require a temporary break in a student's education. UMA has a Non-Term Title IV Leave of Absence (LOA) policy available to active students enrolled in a non-term program, who meet the established criteria, and follow the appropriate process. For a list of non-term programs, please refer to the Cancellation and Refund Policies section of this catalog. The Non-Term Title IV Leave of Absence refers to the time in which the student is not in attendance at the school.

Students may request a leave of absence in writing under the following conditions:

1. Students must have successfully completed the Provisional Registration Period at UMA to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for a Non-Term Title IV Leave of Absence include:
   a. Student medical (including pregnancy)
   b. Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family)
   c. Military duty (see section below on military leaves of absence)
   d. Natural disaster per FEMA
   e. Jury duty (selected for trial)
   f. Course availability (delay related to course availability excluding externship courses)
   g. Emergency leave of absence

      h.   Other special circumstances beyond student control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to Learner Services or designee. The form must include:

1. LOA begin date
2. LOA return date
3. Reason for LOA including a statement to return
4. Signature and date

A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans include the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

ADMINISTRATIVE LEAVES OF ABSENCE – STANDARD-TERM BASED PROGRAMS, NON-TITLE IV PROGRAMS AND CERTAIN NON-TERM CIRCUMSTANCES
UMA understands unforeseen circumstances arise which may require a temporary break in a student's education. UMA has an Administrative Leave of Absence (LOA) policy available to active students who are enrolled in:

- A standard term-based program, meet the established criteria, and follow the appropriate process
- A non-term based program and do not qualify for a Title IV Leave of Absence, meet all established criteria, and follow the appropriate process
- A non-Title IV program, meet all established criteria, and follow the appropriate process

For lists of program types, please refer to the Cancellation and Refund Policies section of this catalog. The Administrative Leave of Absence refers to the time in which the student is not in attendance at the school.

UMA's Administrative Leave of Absence is not an approved leave of absence per the U.S. Department of Education (ED) requirements (as outlined in the federal regulations (34 CRF 668.22 (d)). As such, UMA considers the student as a "withdrawn" student for Federal Student Aid purposes but allows the student to remain enrolled at the school. UMA performs a Return to Title IV calculation for each administrative leave of absence in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

Students may request a leave of absence in writing under the following conditions:

1. Students must have successfully completed the Provisional Registration Period at UMA to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for an Administrative Leave of Absence include:
    a.   Student medical (including pregnancy)
    b.   Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family)
    c.   Military duty (see following section on military leaves of absence)
    d.   Natural disaster per FEMA
    e.   Jury duty (selected for trial)
    f.   Course availability (delay related to course availability)
    g.   Emergency leave of absence

h. Externship/Practicum
    i. Patient Care Technician, Nursing Assistant and Phlebotomy Technician - due to rotation scheduling
    ii. Student moves out of city during externship/practicum
    iii. Student moves out of enrollment state before or during externship/practicum (require compliance review and approval for leave of absence)
    iv. Scheduled break by externship/practicum site or supervisor which could result in the student violating the attendance policy
    v. Health Sciences – Pharmacy Technician – delays from a State Board of Pharmacy due to processing challenges or delayed student background reviews
i. Regulatory changes implemented by a regulating agency affecting the program during the program or externship/practicum which may impact the student (State Changes)
j. Incarceration (Student incarcerated during program)
k. Rehabilitation (Student enters rehabilitation during the program)
l. Other special circumstances beyond the student's control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to Learner Services or designee. The form must include:

1. LOA begin date
2. LOA return date
3. Reason for LOA including a statement to return
4. Signature and date

Students who fail to return to school and UMA Online students who do not have active attendance within seven days of the scheduled return date are withdrawn from school.

A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans include the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

MILITARY LEAVES OF ABSENCE
Military students who cannot attend residential courses for some time period (due to assignments including temporary duty, deployment, permanent change of station or assigned attendance at a military school or college) are encouraged to change to UMA Online. This prevents interruption of a student's educational activities and ensures the continuation of Title IV aid eligibility. Some veterans' educational benefits are also available to on-line students.

Students who are members of the Armed Forces of the United States (including the National Guard or other reserve component) or of a state organized militia and are called or ordered to active duty can be granted a military leave of absence for the period of active duty up to 180 calendar days in a 12-month period. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA). Military students requesting a leave of absence follow the same basic procedures as non-military students.

1. Students must submit a leave of absence request (with a copy of their military orders) to their Learner Services Advisor or designee for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting their request for a MLOA.

2. Students with federal loan obligations or military tuition assistance must contact their lenders, Student Finance and/or their military finance office to ascertain their loan repayment status or repayment of tuition assistance during a military leave of absence.
3. Students receiving veterans' educational benefits have their benefits terminated for the term of the leave of absence and any subsequent leaves of absence that are appropriately certified.
4. Once a MLOA is approved by the Learner Services Advisor or Designee with input from the Military Student Finance team, the request is forwarded to the Registrar's Office for processing. Students receive a confirmation of the approval from the Learner Services Department/Designee with instructions on how to return to UMA after their leave of absence.
5. In some cases, military students may choose to withdraw from UMA. In processing a military withdrawal, UMA considers educational and financial adjustments that reflect the military student's situation. UMA may forgive all or a portion of a student's account balance and will assign applicable grades per the grading scale.
6. Military students who withdraw can reenter upon return from duty. Military students must contact the UMA Military Team in the Student Finance Department to begin their reentry process or to return from LOA. Military students are not charged a registration fee.
7. Upon return from a leave of absence, military students are restored to the educational status they had prior to beginning an LOA without loss of academic credits earned, scholarships or grants awarded or tuition or other fees paid prior to the commencement of active duty.
8. State specific regulations may have additional requirements. Please see the Intuitional Refund Policy section for additional information.

PROGRAMS

COURSE NUMBERING SYSTEM

Each course is designated by an alphanumeric system that indicates the program and academic level of each course. Courses in the 1000 series are generally taken early in a program, and courses in the 2000 series generally occur later in a program. Courses in the 3000 series indicate advance-level courses.

Please refer to the program-specific catalog page for a full listing of the courses required to complete each program.

CLEARWATER (MAIN CAMPUS)
Diploma Programs

- Dental Assistant with Expanded Functions
- Medical Assistant
- Nursing Assistant
- Patient Care Technician
- Phlebotomy Technician

Associate Degree Programs

- Health Sciences (UMA graduates of corresponding diploma programs only)
    - Dental Assistant with Expanded Functions
    - Medical Assistant

UMA ONLINE (NON-MAIN CAMPUS)
Diploma Programs

- Emergency Medical Technician
- Medical Administrative Assistant
- Medical Billing and Coding
- Medical Office and Billing Specialist

Associate Degree Programs

- Health and Human Services
- Health Information Management
- Health Sciences
    - Medical Administrative Assistant
    - Medical Office and Billing Specialist
    - Pharmacy Technician
- Healthcare Accounting
- Healthcare Management
- Medical Billing and Coding

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

Program Type: Diploma
Location: Clearwater (Blended)

PROGRAM DESCRIPTION
The objective of the Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a diploma in Dental Assistant with Expanded Functions. Total Program: 720 clock hours/26.0 semester credits. Classification of Instructional Program Code: 51.0601

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

UMA's Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: 42 weeks
Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
Total Program		**26.0**

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

Program Type: Associate of Science
Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and supplementary electives to complete the Associate of Science requirement. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a Health Sciences – Dental Assistant with Expanded Functions Associate of Science degree. Total Program: 1260 clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 77 weeks
Normal Time: 83 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (26.0 Credits)	
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
	Elective Courses (21.0 Credits)	
AC2760	Accounting for Managers	3.0

CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**62.0**

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 Management Technician Fundamentals	9.5
EMS2100	Emergency Management Technician Clinical Lab and Externship	4.5
Total Program		**14.0**

HEALTH AND HUMAN SERVICES

(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and Human Services graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Program content is designed to provide students with the skills necessary to secure community resources, provide assistance and referrals, recognize advocacy needs, acknowledge vulnerable populations, and support those seeking public and private services. Ethics, communication, and problem resolution are emphasized throughout the program. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Science degree. Total   program: 960 clock hours/64.0 semester credits. Classification of Instructional Program Code: 44.0000

Instructional time: 70 weeks
Normal time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (46.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0

General Education Courses (18.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**64.0**

HEALTH AND HUMAN SERVICES

(Arkansas, Kansas and Minnesota Residents Only)

Program Type: Associate of Applied Science
Location: UMA Online

PROGRAM DESCRIPTION

The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and Human Services graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Applied Science degree. Total program: 960 clock hours/64.0 semester credits. Classification of Instructional Program Code: 44.0000

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (40.0 Credits)		
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 6.0 Credits)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0

	Additional Degree Requirements (Kansas Residents 6.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
	Additional Degree Requirements (Minnesota Residents 6.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
	General Education Courses (18.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**64.0**

 *CI2000 satisfies the general education computer applications/fundamentals course requirement from the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement from the Arkansas Higher Education Coordinating Board as well as the general education communications requirement from the Minnesota Office of Higher Education.

HEALTH INFORMATION MANAGEMENT

(Except Arkansas, Kansas, Minnesota, and Texas Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The Health Information Management program prepares students with a foundation in the analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 90 hours of professional practice experience. Out-of-class work is required.

Health information management is the practice of acquiring, analyzing, and protecting medical information used to provide quality patient care. It is a combination of business, science, and information technology. Health information management professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization, from large hospital systems to the private physician practice. They ensure a patient's health information and records are complete, accurate, and protected. Health information management professionals care for patients by caring for their medical data. They provide reliable and valid information that drives healthcare. Additionally, they play a key role in preparing, analyzing, and maintaining health records and ensure the privacy and security of health data. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of health records and the healthcare reimbursement processes. Critical thinking, problem-solving, and leadership abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Management Associate of Science degree. Total Program: 1,140 clock hours/63 semester credits. Classification of Instructional Program Code: 51.0707

The Health Information Management – Associate of Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information. UMA offers Health Information Management graduates an optional RHIT Certification Prep course, at no additional cost, to prepare them to sit for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA). Graduates must meet eligibility requirements to sit for RHIT the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (38.0 Credits)	
CI1175	Introduction to Computer Office Productivity Applications	3.0
HT1300	Introduction to Health Information and the Healthcare Record	3.0
HT1350	Healthcare Law, Policies, and Ethics	3.0
HT1700	International Classification of Diseases (ICD) Coding I	2.0
HT1725	International Classification of Diseases (ICD) Coding II	2.0
HT1775	Current Procedural Terminology (CPT) Coding	3.0
HT2050	Healthcare Reimbursement & the Revenue Cycle	3.0
HT2200	Statistics and Data Sets in Healthcare	3.0
HT2600	Information Technology in the Healthcare Environment	3.0
HT2700	Health Information Leadership Roles, Theories, and Skills	3.0

HT2800	Developing PPE Skills & Certification Preparation	2.0
HT3100	Health Information Professional Practice Experience (PPE)	2.0
ME1575	Pathophysiology and Pharmacology	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
General Education Courses (25.0 Credits)		
EN1150	English Composition	3.0
EN2150	Interpersonal Professional Communications	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1525	Human Anatomy & Physiology I	4.0
SC1550	Human Anatomy & Physiology II	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

HEALTH INFORMATION MANAGEMENT

(Arkansas, Kansas, Minnesota, and Texas Residents Only)

Program Type: Associate of Applied Science
Location: UMA Online

PROGRAM DESCRIPTION

The Health Information Management program prepares students with a foundation in the analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 90 hours of professional practice experience. Out-of-class work is required.

Health information management is the practice of acquiring, analyzing, and protecting medical information used to provide quality patient care. It is a combination of business, science, and information technology. Health information management professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization, from large hospital systems to the private physician practice. They ensure a patient's health information and records are complete, accurate, and protected. Health information management professionals care for patients by caring for their medical data. They provide reliable and valid information that drives healthcare. Additionally, they play a key role in preparing, analyzing, and maintaining health records and ensure the privacy and security of health data. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of health records and the healthcare reimbursement processes. Critical thinking, problem-solving, and leadership abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Management Associate of Applied Science degree. Total Program: 1,140 clock hours/63 semester credits. Classification of Instructional Program Code: 51.0707

The Health Information Management – Associate of Applied Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information. UMA offers Health Information Management graduates an optional RHIT Certification Prep course, at no additional cost, to prepare them to sit for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA). Graduates must meet eligibility requirements to sit for RHIT the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (38.0 Credits)	
CI1175	Introduction to Computer Office Productivity Applications	3.0
HT1300	Introduction to Health Information and the Healthcare Record	3.0
HT1350	Healthcare Law, Policies, and Ethics	3.0
HT1700	International Classification of Diseases (ICD) Coding I	2.0
HT1725	International Classification of Diseases (ICD) Coding II	2.0
HT1775	Current Procedural Terminology (CPT) Coding	3.0
HT2050	Healthcare Reimbursement & the Revenue Cycle	3.0
HT2200	Statistics and Data Sets in Healthcare	3.0
HT2600	Information Technology in the Healthcare Environment	3.0

HT2700	Health Information Leadership Roles, Theories, and Skills	3.0
HT2800	Developing PPE Skills & Certification Preparation	2.0
HT3100	Health Information Professional Practice Experience (PPE)	2.0
ME1575	Pathophysiology and Pharmacology	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
General Education Courses (25.0 Credits)		
EN1150	English Composition	3.0
EN2150	Interpersonal Professional Communications	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1525	Human Anatomy & Physiology I	4.0
SC1550	Human Anatomy & Physiology II	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

HEALTHCARE ACCOUNTING

(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The objective of the Associate of Science in Healthcare Accounting program is to prepare students for entry-level employment for accounting positions in a variety of settings. Program courses emphasize both theoretical concepts and practical skills consistent with industry expectations of professionals working within basic accounting, book-keeping, and auditing clerk positions. Course learning objectives emphasize key accounting functions and processes including cost accounting, payroll accounting, taxation, financial reporting, optimizing the reimbursement cycle and computer applications. Additionally, students gain an understanding of US healthcare delivery systems, healthcare business operations, medical law and ethics, coding, billing and reimbursement, and health records management.

A combination of general education and core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. All instruction occurs in a distance learning setting. Out-of-class work is required.

Upon successful completion of this program, the graduate will be awarded a Healthcare Accounting Associate of Science degree. Total program 1,095 clock hours/ 65 semester credits. Classification of Instructional Program Code: 52.0302

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (44.0 Credits)		
AC1000	Principles of Accounting I	3.0
AC1020	Principles of Accounting II	3.0
AC1030	Accounting Software Applications	3.0
AC2060	Cost Accounting	3.0
AC2140	Payroll Accounting	3.0
BC1050	Introduction to Diagnostic and Procedural Coding	2.0
BC2050	Optimizing the Reimbursement Cycle	4.0
HM2028	Healthcare Business Operations	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (6.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**65.0**

HEALTHCARE ACCOUNTING

(Arkansas, Kansas and Minnesota Residents Only)

Program Type: **Associate of Applied Science**
Location: **UMA Online**

PROGRAM DESCRIPTION

The objective of the Associate of Applied Science in Healthcare Accounting program is to prepare students for entry-level employment for accounting positions in a variety of settings. Program courses emphasize both theoretical concepts and practical skills consistent with industry expectations of professionals working within basic accounting, bookkeeping, and auditing clerk positions. Course learning objectives emphasize key accounting functions and processes including cost accounting, payroll accounting, taxation, financial reporting, optimizing the reimbursement cycle and computer applications. Additionally, students gain an understanding of US healthcare delivery systems, healthcare business operations, medical law and ethics, coding, billing and reimbursement, and health records management.

A combination of general education and core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. All instruction occurs in a distance learning setting. Out-of-class work is required.

Upon successful completion of this program, the graduate will be awarded a Healthcare Accounting Associate of Applied Science degree. Total program 1,095 clock hours/ 65 semester credits. Classification of Instructional Program Code: 52.0302

Instructional Time: **70 weeks**
Normal Time: **75 weeks**

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (40.0 Credits)	
AC1000	Principles of Accounting I	3.0
AC1020	Principles of Accounting II	3.0
AC1030	Accounting Software Applications	3.0
AC2060	Cost Accounting	3.0
AC2140	Payroll Accounting	3.0
BC1050	Introduction to Diagnostic and Procedural Coding	2.0
BC2050	Optimizing the Reimbursement Cycle	4.0
HM2028	Healthcare Business Operations	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	Additional Degree Requirements (10.0 Credits)	
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**65.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

HEALTHCARE MANAGEMENT

(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations. Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics. Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Science degree. Total Program: 1080 clock hours/66.0 semester credits. Classification of Instructional Program Code: 51.0716

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (51.0 Credits)		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0

SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**66.0**

HEALTHCARE MANAGEMENT

(Arkansas, Kansas and Minnesota Residents Only)

Program Type: Associate of Applied Science
Location: UMA Online

PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations.   Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics.   Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Applied Science degree. Total Program: 1080 clock hours/66.0 semester credits. Classification of Instructional Program Code: 51.0716

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (45.0 Credits)		
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
Additional Degree Requirements (Arkansas Residents 6.0 Credits)		
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Kansas Residents 6.0 Credits)		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Minnesota Residents 6.0 Credits)		
EN2100***	English Composition II	3.0
EN2150**	Interpersonal Professional Communications	3.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**66.0**

*CI1154 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

MEDICAL ADMINISTRATIVE ASSISTANT

Program Type: Diploma
Location: UMA Online

PROGRAM DESCRIPTION
The objective of the Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Administrative Assistant diploma. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits. Classification of Instructional Program Code: 51.0716

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 45 weeks

Required Courses

Course #	Course Title	Semester Credits
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		**38.0**

HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Health Sciences-Medical Administrative Assistant Associate of Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (38.0 Credits)	
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	Additional Degree Requirements (9.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0

PS2150	Patient Relations	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT
(Arkansas, Kansas and Minnesota Residents Only)

Program Type: Associate of Applied Science
Location: UMA Online

PROGRAM DESCRIPTION
The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Health Sciences-Medical Administrative Assistant Associate of Applied Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (34.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 13.0 Credits)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0

SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Kansas Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Minnesota Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

MEDICAL ASSISTANT

Program Type: Diploma
Location: Clearwater (Blended)

PROGRAM DESCRIPTION
The objective of the Medical Assistant program is to prepare students for entry-level employment in allied health settings as a medical assistant. The program concentrates on written and oral communications, medical terminology, anatomy and physiology, administrative skills for medical offices, clinical skills including but not limited to EKG, phlebotomy, pharmacology, vital signs, conducting lab tests and followed by a hands-on externship at a medical facility. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Their duties typically include collecting patient histories, maintaining medical records, preparing patients for procedures, taking vital signs, assisting physicians during procedures/minor surgeries, taking samples and running tests in a lab. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Assistant. Total Program: 940 clock hours/42.5 semester credits. Classification of Instructional Program Code: 51.0801

Students will receive course preparation to sit for the Registered Medical Assistant (RMA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 56 weeks
Normal Time: 62 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5
MC2040	Advanced Laboratory Procedures & Minor Medical Office Surgeries	5.0
MC3050	Clinical Externship – Medical Assistant	4.5
Total Program		**42.5**

HEALTH SCIENCES - MEDICAL ASSISTANT
(UMA graduates of corresponding diploma program only)

Program Type: **Associate of Science**
Location: **Clearwater (Blended)**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Medical Assistant program is to prepare students for entry-level employment in allied health settings as a medical assistant. The program concentrates on written and oral communications, medical terminology, anatomy and physiology, administrative skills for medical offices, clinical skills including but not limited to EKG, phlebotomy, pharmacology, vital signs, conducting lab tests and followed by a hands-on externship at a medical facility. General education courses are taken in English composition, critical thinking and problem solving, college math, general biology, sociology and supplementary electives to complete the associate of science requirement. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Their duties typically include collecting patient histories, maintaining medical records, preparing patients for procedures, taking vital signs, assisting physicians during procedures/minor surgeries, taking samples and running tests in a lab. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Medical Assistant Associate of Science degree. Total Program: 1210 clock hours/60.5 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Registered Medical Assistant (RMA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 81 weeks
Normal Time: 87 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (42.5 Credits)		
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC1130	Medical Assistant Office Procedures	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC2020	Clinical Procedures	4.0
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5
MC2040	Advanced Laboratory Procedures & Minor Medical Office Surgeries	5.0
MC3050	Clinical Externship – Medical Assistant	4.5
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0

Elective Courses (3.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**60.5**

MEDICAL BILLING AND CODING

Program Type: Diploma
Location: UMA Online

PROGRAM DESCRIPTION
The Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students are equipped to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, to organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding diploma. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/39.0 semester credits. Classification of Instructional Program Code: 51.0714

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through AAPC. Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 45 weeks

Required Courses

Course #	Course Title	Semester Credits
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		**39.0**

MEDICAL BILLING AND CODING

(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The Associate of Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits. Classification of Instructional Program Code: 51.0714

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through AAPC. Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (39.0 Credits)		
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

MEDICAL BILLING AND CODING

(Arkansas, Kansas and Minnesota Residents Only)

Program Type: Associate of Applied Science
Location: UMA Online

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Applied Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits. Classification of Instructional Program Code: 51.0714

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through AAPC. Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Course (35.0 Credits)	
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	Additional Degree Requirements (Arkansas Residents 13.0 Credits)	
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0

SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Kansas Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Minnesota Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

*CI2000 satisfied the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

MEDICAL OFFICE AND BILLING SPECIALIST

Program Type: Diploma
Location: UMA Online

PROGRAM DESCRIPTION

The Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The Medical Office and Billing Specialist program addresses a variety of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Courses in the diploma program emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Office and Billing Specialist. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits. Classification of Instructional Program Code: 51.0714

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 40 weeks
Normal Time: 45 weeks

Required Courses

Course #	Course Title	Semester Credits
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		**38.0**

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

(Except Arkansas, Kansas and Minnesota)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (38.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0

General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

(Arkansas, Kansas and Minnesota Residents Only)

Program Type: Associate of Applied Science
Location: **UMA Online**

PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Applied Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 75 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (34.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 13.0 Credits)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0

	Additional Degree Requirements (Kansas Residents 13.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
	Additional Degree Requirements (Minnesota Residents 13.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

NURSING ASSISTANT

Program Type: Diploma
Location: Clearwater (Residential)

PROGRAM DESCRIPTION
The objective of the Nursing Assistant program is to prepare students for entry-level employment as a Nursing Assistant including, but not limited to, hospitals, long-term care facilities, skilled nursing facilities, nursing homes and home-health agencies in accordance with Florida Statute 64B9 15.005. The program concentrates on anatomy and physiology, documentation, communication and interpersonal skills, medical terminology, nutrition and hydration, safety and efficiency in patient care, and restorative therapy. The program also includes training in universal precautions, CPR, HIV/AIDS and first aid. Lecture and lab instruction occur at our residential campus, and clinical externship is conducted at various healthcare settings. Out-of-class work is required.

Nursing Assistants are often the primary caregiver and can develop strong, caring bonds with their patients and/or residents. As a result, physicians and nurses look to Nursing Assistants to monitor a patient's physical and mental conditions and keep them informed of changes. During this program, students will receive hands-on training to care for patients (under guidance by a physician or registered nurse) in safe and positive ways, an opportunity to gain the practical experience with a clinical externship and test preparation classes to help prepare for the CNA examination. Upon successful completion of this program, the graduate will be awarded a diploma in Nursing Assistant. Total Program: 135 clock hours/6.0 semester credits. Classification of Instructional Program Code: 51.3902

A Certified Nursing Assistant (CNA) license issued by the State of Florida is required for employment. To obtain a Florida license, graduates must successfully complete the Certified Nursing Assistant (CNA) examination offered through Prometric. Students will receive course preparation to sit for the Certified Nursing Assistant (CNA) examination. Graduates must meet eligibility requirements to sit for the examination. The Nursing Assistant program is approved by the Florida Board of Nursing.

Additional Information: The Nursing Assistant program is not eligible for Federal Student Aid.

Instructional Time: 6 weeks
Normal Time: 8 weeks

Required Courses

Course #	Course Title	Semester Credits
NA1110	Nursing Assistant	5.0
NA3000	Clinical Externship	1.0
Total Program		**6.0**

NURSING ASSISTANT

Program Type: Diploma
Location: Clearwater (Blended)

PROGRAM DESCRIPTION
The objective of the Nursing Assistant program is to prepare students for entry-level employment as a Nursing Assistant including, but not limited to, hospitals, long-term care facilities, skilled nursing facilities, nursing homes and home-health agencies in accordance with Florida Statute 64B9 15.005. The program concentrates on anatomy and physiology, documentation, communication and interpersonal skills, medical terminology, nutrition and hydration, safety and efficiency in patient care, and restorative therapy. The program also includes training in universal precautions, CPR, HIV/AIDS and first aid. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Clinical externship is conducted at various healthcare settings. Out-of-class work is required.

Nursing Assistants are often the primary caregiver and can develop strong, caring bonds with their patients and/or residents. As a result, physicians and nurses look to Nursing Assistants to monitor a patient's physical and mental conditions and keep them informed of changes. During this program, students will receive hands-on training to care for patients (under guidance by a physician or registered nurse) in safe and positive ways, an opportunity to gain the practical experience with a clinical externship and test preparation classes to help prepare for the CNA examination. Upon successful completion of this program, the graduate will be awarded a diploma in Nursing Assistant. Total Program: 135 clock hours/6.0 semester credits. Classification of Instructional Program Code: 51.3902

A Certified Nursing Assistant (CNA) license issued by the State of Florida is required for employment. To obtain a Florida license, graduates must successfully complete the Certified Nursing Assistant (CNA) examination offered through Prometric. Students will receive course preparation to sit for the Certified Nursing Assistant (CNA) examination. Graduates must meet eligibility requirements to sit for the examination. The Nursing Assistant program is approved by the Florida Board of Nursing.

Additional Information: The Nursing Assistant program is not eligible for Federal Student Aid.

Instructional Time: 6 weeks
Normal Time: 8 weeks

Required Courses

Course #	Course Title	Semester Credits
NA1110	Nursing Assistant	5.0
NA3000	Clinical Externship	1.0
Total Program		**6.0**

PATIENT CARE TECHNICIAN

Program Type: Diploma
Location: Clearwater (Blended)

PROGRAM DESCRIPTION
The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Certified Nursing Assistants, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 720 clock hours/31.5 semester credits. Classification of Instructional Program Code: 51.3902

Students will receive course preparation to sit for the State of Florida Certified Nursing Assistant (CNA) examination offered through Prometric. The Certified Patient Care Technician/Assistant (CPCT/A) and Certified Phlebotomy Technician (CPT) examinations are offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks
Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
Total Program		**31.5**

HEALTH SCIENCES - PHARMACY TECHNICIAN
(Except Arkansas, Kansas, and Texas)

Program Type: Associate of Science
Location: UMA Online

PROGRAM DESCRIPTION
The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a healthcare setting. Out-of-class work is required.

A well-qualified pharmacy technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associate degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem-solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science degree. Total Program: 1080 clock hours/61.5 semester credits. Classification of Instructional Program Code: 51.0000

The State of Florida requires all pharmacy technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB) and the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Health Sciences - Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks
Normal Time: 77 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (37.5 Credits)	
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0

MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150*	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

*EN2150 is a required course for Oregon residents and satisfies the English composition coursework requirements.

HEALTH SCIENCES - PHARMACY TECHNICIAN

(Arkansas, Kansas, and Texas Residents Only)

Program Type: **Associate of Applied Science**
Location: **UMA Online**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a healthcare setting. Out-of-class work is required.

A well-qualified pharmacy technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associate degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem-solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Applied Science degree. Total Program: 1080 clock hours/61.5 semester credits. Classification of Instructional Program Code: 51.0000

The State of Florida requires all pharmacy technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a pharmacy technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB) and the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Health Sciences - Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks
Normal Time: 77 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (37.5 Credits)	
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0

MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (Arkansas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Elective Courses (Kansas and Texas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

*CI1154 is a required course for Arkansas residents and satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 is a required course for Arkansas residents and satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board.

PHLEBOTOMY TECHNICIAN

Program Type: **Diploma**
Location: **Clearwater (Blended)**

PROGRAM DESCRIPTION

The objective of the Phlebotomy Technician program is to prepare students for entry-level employment as a phlebotomist in a medical office, clinic, laboratory or hospital. The program concentrates on blood collection procedures, equipment, handling of specimens, safety and medical ethics, professionalism, anatomy and physiology and medical terminology. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Phlebotomy Technicians specialize in drawing blood for analysis. The Phlebotomy Technician is responsible for making patients comfortable, addressing anxiety and safely collecting samples while causing patients minimal discomfort. Upon successful completion of this program, the graduate will be awarded a diploma in Phlebotomy Technician. Total Program: 200 clock hours/8.0 semester credits. Classification of Instructional Program Code: 51.1009

Students will receive course preparation to sit for the Certified Phlebotomy Technician (CPT) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

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

Instructional Time: **12 weeks**
Normal Time: **14 weeks**

Required Courses

Course #	Course Title	Semester Credits
PH1110	Phlebotomy	6.5
PH3000	Clinical Externship for Phlebotomy	1.5
Total Program		**8.0**

COURSE DESCRIPTIONS

Students receive a syllabus for each course on the first day of the class. The syllabus establishes the expectations for the course and becomes the governing document for that course.

COURSE NUMBER ABBREVIATIONS

AC	Accounting	HM	Healthcare Management	NA	Nursing Assistant
BC	Billing and Coding	HS	Health and Human Sciences	PH	Phlebotomy
CI	Computer Information	HT	Health Technology	PS	Psychology
CS	Customer Service	HU	Humanities	RX	Pharmacy Technology
DA	Dental Assistant	MA	Math	SC	Science
EMS	Emergency Medical Services	MC	Medical Clinical	SO	Social Sciences
EN	English	ME	Medical Office	SS	Student Success
HI	History	MG	Management		

AC1000 PRINCIPLES OF ACCOUNTING I – 3.0 SEMESTER CREDITS
This course offers students an introduction to accounting with an emphasis on using accounting information to aid in decision-making. Course work will include a presentation of basic accounting concepts and techniques essential to business administration. Students will develop their analytical and critical thinking skills to make informed decisions about financial transactions, fiscal statements and basic accounting issues for a medical organization. Prerequisite: None

AC1020 PRINCIPLES OF ACCOUNTING II – 3.0 SEMESTER CREDITS
This course reinforces and expands upon the concepts covered in Principles of Accounting I. Topics include accounting for expenses, inventory, non-current assets, liabilities, depreciation, and equity. In addition, accounting practices in partnerships and corporate and non-profit organizations are covered, as well as those pertaining to financial statements and statement of cash flows. Prerequisite: AC1000

AC1030 ACCOUNTING SOFTWARE APPLICATIONS – 3.0 SEMESTER CREDITS
In this course, students will practice and develop real-world skills performing accounting transactions utilizing industry standard accounting software. Students will set up a company, create or modify general ledger accounts, enter customers and sales transactions, perform accounts payable and accounts receivable transactions, and generate financial reports. Additional topics will include assets, liabilities and inventory accounts.
Prerequisites: AC1000 & AC1020

AC2060 COST ACCOUNTING – 3.0 SEMESTER CREDITS
In this course, students explore the basic principles of cost accounting, the different types of costing, and the ways in which organizations use this type of information to make decisions. Other topics covered include customer profitability analysis, service costs, budgeting and financial planning, transfer pricing, performance measurement, and the importance of non-financial indicators. Prerequisite: AC1020

AC2140 PAYROLL ACCOUNTING – 3.0 SEMESTER CREDITS
This course presents the fundamental skills and knowledge of calculating, journalizing, paying, and reporting of employee earnings, withholding, and payroll tax expenses. Students are provided with an understanding of the legal and regulatory aspects of business payroll, the calculation of federal and state unemployment taxes, and accounting entries related to the payroll function. Prerequisites: AC1000 & AC1020

AC2760 ACCOUNTING FOR MANAGERS – 3.0 SEMESTER CREDITS
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making and developing the ability to complete a variety of business transactions, balance sheets, and account ledgers. Additional topics include cash transactions and payroll. Prerequisites: None

BC1050 INTRODUCTION TO DIAGNOSTIC AND PROCEDURAL CODING – 2.0 SEMESTER CREDITS
This course covers the basic coding guidelines for ICD-10-CM, CPT-4 and Level II (HCPCS) coding systems as well as HIPAA regulations and how they apply to coding medical records for reimbursement. Students will have a basic understanding of the concepts for each of these coding systems and will be able to apply the guidelines when reviewing assigned diagnosis and procedural services translated from written medical documentation into the appropriate medical code. Prerequisite: AC1020

BC2025 DIAGNOSTIC CODING FOR MBC – 4.0 SEMESTER CREDITS
Diagnostic coding was developed to track diseases, classify causes of mortality, provide information for medical research and evaluate utilization of hospital services. This course will introduce the concepts of ICD coding including identification of the conditions to be coded, content of the reference manuals, coding conventions and basic coding guidelines. Prerequisites: None

BC2050 OPTIMIZING THE REIMBURSEMENT CYCLE – 4.0 SEMESTER CREDITS
Healthcare practices and facilities depend on the translation of written medical documentation into numeric values (codes), which are then utilized by insurance carriers to reimburse healthcare providers for services rendered. This course will introduce students to the concept that assigned codes should be reviewed to maximize the payments that providers are legally entitled to. Students will understand the importance of medical necessity in the reimbursement process, methods for correct billing, and how coding to the highest level of specificity affects reimbursement. Prerequisites: BC1050 & ME2550

BC2530 PROCEDURAL CODING I FOR MBC – 4.0 SEMESTER CREDITS
This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The student will be able to identify the services and procedures to be coded. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement are also covered in this course. Prerequisite: BC2025

BC2535 PROCEDURAL CODING II FOR MBC – 3.5 SEMESTER CREDITS
In this course students will continue to increase their knowledge of the basic coding principles of procedure coding by working through advanced case studies to enhance coding skills. Students will utilize the Healthcare Common Procedure Coding System (HCPCS) to assign the correct codes for services and procedures identified from scholastically challenging examples of medical documentation. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement are also covered in this course. Prerequisite: BC2530

BC3035 BILLING AND CODING APPLICATION WITH SIMULATION – 3.0 SEMESTER CREDITS
This course covers the abstracting of information from source documents for the application of codes according to coding guidelines. The student has the opportunity to apply procedure and diagnosis coding principles while advancing their knowledge of insurance billing concepts, procedures and applications necessary to file claims. The student will also perform management functions as it relates to accounts receivable. CPC Exam Review is included in this course. Prerequisite: BC2535

CI1000 INTRODUCTION TO COMPUTERS – 2.5 SEMESTER CREDITS
This course introduces general computer operations with an emphasis on overall desktop techniques. Topics include computer technology, computer hardware and software, and how computers can be used to produce meaningful information. In addition, students will explore word processing, the changing nature of information resources, computer ethics and basic internet security. An important focus of this course will include speed and accuracy skills in keyboarding. Prerequisites: None

CI1154 INTRODUCTION TO HEALTHCARE COMPUTER INFORMATION SYSTEMS
3.0 SEMESTER CREDITS
This course is designed to focus on computer applications used in an office environment as well as those most common to the healthcare field. Through a variety of activities, students will explore the fundamentals of computer

information systems while covering a variety of topics including hardware and software, word processing, presentation and spreadsheet applications. With a central focus on desktop computer platforms, this course provides context and preparation for the allied healthcare field. Prerequisites: None

CI1175 INTRODUCTION TO COMPUTER OFFICE PRODUCTIVITY APPLICATIONS - 3.0 SEMESTER CREDITS

This course will explore office application software for word processing, spreadsheets, database software applications, and presentations. Students will learn to perform basic functions in these office productivity applications. . Additionally, they will be introduced to databases, data capture, and data visualization in preparation for a career in healthcare. Prerequisites: None

CI2000 COMPUTER FUNDAMENTALS - 3.0 SEMESTER CREDITS

This course provides students with an overview of computer fundamentals including an investigation of hardware, software, Microsoft Windows, operating systems and essential applications. Additionally, students will explore working online, and the impact of computing and the Internet on society. Application based topics include word processing and spreadsheets as well as email and presentation tools. Special attention is given to information technology and communication for the allied health profession. Prerequisites: None

DA1110 INTRODUCTION & HISTORY OF DENTISTRY – 3.5 SEMESTER CREDITS

This course is a review of the history of dentistry and an introduction to dental assisting and the dental team. Also covered are concepts on the identification of permanent and deciduous dentition and their eruption schedule, dental specialties, and endodontics. The course will also help students prepare for Registered Dental Assistant (RDA) certification requirements. Laboratories include dental charting guidelines and requirements, identifying teeth numbers, and charting all dental symbols in a patient's dentition. Students will also learn about bloodborne pathogens (BBP) and will prepare for both BBP and HIV certification requirements. Prerequisites: None

DA1120 PREVENTIVE DENTISTRY – 3.5 SEMESTER CREDITS

This course is an introduction on instructing patients in proper oral hygiene covering the importance of health histories, and vital signs. The specialty covered is periodontics. Other lab procedures include instruction in coronal polishing, impressions, fluoride treatments, bite registration, and management of hazardous materials and infection control. The course also helps students prepare for First Aid, BMW, and Registered Dental Assistant (RDA) certification requirements. Prerequisites: None

DA1130 ANATOMY & PHYSIOLOGY, OFFICE MANAGEMENT AND CPR – 3.5 SEMESTER CREDITS

This course covers the anatomy of the body and how different systems function. Other topics addressed are business office management including scheduling, patient accounts, and telephone protocol. The specialty is orthodontics. In the classroom, students will gain an understanding in emergency management and different diseases that the dental assistant should be aware of, and how they affect a patient is practiced. Basic chair side instruments and tray systems are introduced. Instrument transfer is practiced. Prerequisites: None

DA1140 RADIOLOGY AND OSHA – 3.5 SEMESTER CREDITS

The focus of this course is on radiology, taking x-rays from single periapicals to a full mouth series. The specialty covered is oral surgery which includes preparing the patient for analgesia and relieving anxiety. In the lab, students take x-rays until two full mouth series have been taken to the specifications set by the program. Students will have hands on practice with removing different types of sutures, as well as preparing a syringe for anesthetic. This course includes CPR certification and helps prepare students for Registered Dental Assistant (RDA) certification requirements as well. Prerequisites: DA1110, DA1120 & DA1130

DA1150 ANATOMY, MICROBIOLOGY & DENTAL MATERIALS – 3.5 SEMESTER CREDITS

The anatomy of the head and neck, bones, muscles, nerves, circulation of the head and neck, and an introduction to microbiology is covered by this course. The specialty for this section is oral pathology. In the lab, students use dental materials, mixing of different dental cements, the fabrication of temporary crowns, and four handed dentistry is taught. Students also prepare for the requirements of the Registered Dental Assistant (RDA) certification. Prerequisites: DA1110, DA1120 & DA1130

DA1160 EXPANDED FUNCTIONS – 3.5 SEMESTER CREDITS
The concentration of this course is on expanded functions. Also included are writing cover letters, resumes, and follow-up correspondence for job preparation; as well as how to present oneself for a job interview. In the lab, students will become proficient at rubber dam placement through chair side assisting for amalgam and composite procedures. This course also helps students prepare for Registered Dental Assistant (RDA) certification requirements. Prerequisites: DA1110, DA1120 & DA1130

DA3040 EXTERNSHIP – 5.0 SEMESTER CREDITS
This course provides students with on-the-job experience working in a dental office. Students will work in all aspects of the dental office and gain experience in assisting for when they enter the work force. It will also help them prepare to meet the Registered Dental Assistant (RDA) certification requirements. The extern will be supervised by a representative from the school and a supervisor at the externship site. Prerequisites: DA1110, DA1120, DA1130, DA1140, DA1150, DA1160

EMS1100 EMERGENCY MANAGEMENT TECHNICIAN FUNDEMENTALS—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 is 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 MANAGEMENT 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

EN1150 ENGLISH COMPOSITION - 3.0 SEMESTER CREDITS
This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly and concisely. Through hands-on activities students will develop their ability to write brief essays while ensuring spelling and grammar accuracy. Emphasis is also placed on introductory concepts related to the research process.
Prerequisites: None

EN2100 ENGLISH COMPOSITION II - 3.0 SEMESTER CREDITS
This course teaches the principles of the writing process emphasizing academic and business report writing. It includes basic research and documentation methods. Topics include essay writing techniques with an emphasis on discourse analysis, persuasive writing, basic research and documentation methods. Prerequisites: None

EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS - 3.0 SEMESTER CREDITS
This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation materials and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Prerequisites: None

HI1050 LOCAL, NATIONAL & INTERNATIONAL EVENTS – 3.0 SEMESTER CREDITS
In this course students study current events on a broad scale to gain a perspective of the impact they have on them personally and professionally. Prerequisites: None

HM1015 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE I – 5.0 SEMESTER CREDITS
This course is designed to introduce basic concepts related to anatomy and medical terminology, medical record documentation, and its relationship to medical coding and billing services. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems. Students will develop speed and accuracy in keyboarding. Prerequisites: None

HM1020 MEDICAL TERMINOLOGY & THE HEALTHCARE CLAIM CYCLE II – 5.0 SEMESTER CREDITS
This course covers medical terminology including suffixes, prefixes, and combining forms. It introduces healthcare payers including Medicare, Medicaid, TRICARE, Blue Cross/Blue Shield, Worker's Compensation, and Managed Care; and reviews their role in the health insurance billing and coding process. Various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are presented. Students will develop speed and accuracy in keyboarding. Prerequisite: HM1015

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. Prerequisites: CI1154 & HM1020

HM1030 ACCOUNTING, PAYROLL, BANKING & ACCOUNTING SYSTEMS – 5.0 SEMESTER CREDITS
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making. Students will develop speed and accuracy in keyboarding. Prerequisite: HM1025

HM2010 BUSINESS OFFICE OPERATIONS FOR THE MANAGER – 5.0 SEMESTER CREDITS
This course covers the budgeting process and introduces the role of a proforma and practice management ratios in analyzing business operations. It introduces financial policies, managed care contracts, and fee schedules for services. Prerequisite: HM1030

HM2015 HEALTHCARE LAW, COMPLIANCE, ETHICS & MEDICAL RECORD MANAGEMENT
6.0 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information including HIPAA. Malpractice, compliance plans, fraud and abuse, and referral restrictions are also discussed. Also introduced to students are principles of medical record management. Prerequisite: HM2010

HM2020 HUMAN RESOURCE MANAGEMENT – 6.0 SEMESTER CREDITS
This course introduces employment laws including the Fair Labor Standards Act, Americans with Disabilities Act, COBRA, and others. Record keeping requirements are discussed, such as wage and hour records and record retention rules. Employment categories are explained, and rules and resources for employee hiring, recruiting, and retention are reviewed. Performance appraisals, salary administration, and progressive disciplinary actions are also explained. Suggestions on how to develop, and what should be included in an Employee Handbook are provided. Prerequisite: HM2015

HM2028 HEALTHCARE BUSINESS OPERATIONS – 4.0 SEMESTER CREDITS
In this course, students will explore how to analyze the effective and efficient processes of a safe, medical operational environment. Continued focuses will be placed on medical office accounting, payment policies, and revenue cycle management. The structure of healthcare organizations is examined in relation to utilization of human and financial resources, information and data management, strategic planning, decision making, marketing, quality and facilities management. Performance measurement and improvement in organizational processes and personnel will also be reviewed. Prerequisites: AC1000 & AC1020

HM2030 PRACTICE STRUCTURE AND ENHANCEMENT – 5.5 SEMESTER CREDITS
This course provides an overview of the different ownership structures for physician practices. Common documents and procedures are reviewed. Selection of employer provided benefits including insurance and retirement are discussed. Practice building and enhancement strategies are also presented. Certification review is included in this course. Prerequisite: HM2020

HS1000 INTRODUCTION TO HEALTH AND HUMAN SERVICES - 3.0 SEMESTER CREDITS
In this course, students learn about health and human services as a profession and how history impacts our understanding of the human services field. Federal, state, and local government's involvement and role in human and social programs is explored. Human services within healthcare and school settings are examined in addition to the delivery of services from faith-based agencies. Topics include interviewing, intervention strategies, program planning, case management, and the delivery of services to various populations. The values and ethics of human service professionals are covered in addition to legal issues confronting human service work. Prerequisite: HT1000

HS1200 INTRODUCTION TO COUNSELING - 3.0 SEMESTER CREDITS
This course approaches counseling from the human services perspective.   Topics include theories of behavior and working with individuals and groups of various ethnicities. Students examine their own attitudes and value systems and how they relate to working with others. Skills and techniques useful to interviewing and communicating with people in need are presented. Prerequisite: HS1000

HS1300 PUBLIC AND COMMUNITY HEALTH - 3.0 SEMESTER CREDITS
This course introduces the many facets of the public and community health system. It examines current endeavors being taken to promote population health and discusses efforts to measure health, disease, and illness. In addition, students will study the health improvement process using selected frameworks. The variety of occupations and professions involved in public health, as well as the influence of these professions on the past, present, and future health status of society is explored. Prerequisite: HS1200

HS2100 FAMILY DYNAMICS - 3.0 SEMESTER CREDITS
Family Dynamics provides a comprehensive framework to examine individual development in the context of family relationships and society. Topics include perspectives in the evolving life cycle, life cycle transitions and phases, and clinical dilemmas and interventions. The impact of multiple stresses on the human system is also explored. Prerequisite: HS1300

HS2200 SOCIAL WELFARE - 3.0 SEMESTER CREDITS
This course covers the components of social welfare policy and the issues surrounding the funding, allocation, and delivery of social services. The structure and purpose of the welfare state is examined in relation to the economic, political, and demographic shifts impacting social welfare policy and the future of programs. Students are exposed to various policy perspectives and the challenges of determining choices in social welfare policy. Prerequisite: HS2100

HS2305 LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES - 2.0 SEMESTER CREDITS
In this course, students learn about ethical and legal issues confronted by human service professionals. Self-assessment activities help students understand their values and the impact on human service work. Topics include a code of ethics for those in the helping professions, legal issues of HIPAA and working with children, the elderly, and other special populations. In addition, ethical issues of working with couples, families, groups, and community work are explored. Prerequisite: HS2200

HS2500 HEALTH AND HUMAN SERVICES CAPSTONE - 3.0 SEMESTER CREDITS
In the Health and Human Services capstone course, students will synthesize, reflect upon and apply the major insights, skills and values gained throughout their Health and Human Services program of study. A substantive research project is developed in collaboration with the instructor for the purpose of providing students with a real-world context within which to integrate and apply their knowledge. Journaling and analysis of case studies allow

students to demonstrate practical application of Health and Human Services theories and concepts. Prerequisites: HS1000, HS1200, HS1300, HS2100, HS2200, HS2305, SC2020, SO1100

HT1000 INTRODUCTION TO U.S. HEALTHCARE DELIVERY – 3.0 SEMESTER CREDITS
This course provides an introduction to healthcare delivery in the United States through an evaluation of systems and theory. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined. Prerequisites: None

HT1300 INTRODUCTION TO HEALTH INFORMATION AND THE HEALTHCARE RECORD - 3.0 SEMESTER CREDITS
This course introduces the health information profession and the basic functions, content, and structure of the healthcare record. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Students will gain a basic understanding of departmental functions such as filing and numbering methods, records management, retention guidelines, storage, and forms design as well as paper and electronic medical record systems management. Students will also examine health information processes and relationships among organizational departments and healthcare providers. Prerequisites: None

HT1350 HEALTHCARE LAW, POLICIES, AND ETHICS - 3.0 SEMESTER CREDITS
In this course, students learn about ethical and legal issues encountered by health information professionals. This course emphasizes legal principles, procedures, policies, and regulations which affect the control, use, and release of health information including HIPAA. Malpractice, compliance plans, fraud and abuse, and physician credentialing are also discussed. Prerequisites: HT1300

HT1700 INTERNATIONAL CLASSIFICATION OF DISEASES (ICD) CODING I - 2.0 SEMESTER CREDITS
This course provides students with an overview of the clinical vocabularies and classification systems used to code diagnoses. Students will gain an understanding of the ICD system and how codes contribute to the reimbursement of services and case-mix analysis systems. The application of diagnostic coding principles is explored through simulation activities. Prerequisite: ME1575

HT1725 INTERNATIONAL CLASSIFICATION OF DISEASES (ICD) CODING II - 2.0 SEMESTER CREDITS
This course builds upon the foundation and principles covered in ICD Coding I. Students will continue to apply learned skills using the ICD clinical modification system as well as gain an understanding of the ICD procedural coding (PCS) system as it is used in the inpatient setting. The application of diagnostic and procedural coding principles is also explored through simulation activities. Prerequisite: HT1700

HT1775 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING - 3.0 SEMESTER CREDITS
This course provides students with an overview of the medical code set that is used to report medical, surgical, and diagnostic procedures and services. Students will gain an understanding of the Current Procedural Terminology (CPT) system as it is used in healthcare settings for medical services and procedures performed by a healthcare provider. Topics discussed include Evaluation and Management (E/M) codes, modifiers, and the Healthcare Common Procedure Coding System (HCPCS). The application of procedural coding principles is explored through simulation activities. Prerequisite: ME1575

HT2050 HEALTHCARE REIMBURSEMENT & THE REVENUE CYCLE - 3.0 SEMESTER CREDITS
This course provides students with an overview of the reimbursement and payment methodologies adopted in various healthcare settings. The forms, processes, and practices of the health information professional will be discussed. Students will also gain a basic understanding of the payment systems for healthcare services. Additional topics discussed include managed care capitation, third party billing, prospective payment systems, policy, regulatory information technology, and data exchange between providers. Prerequisite: HT1725, HT1775

HT2200 STATISTICS AND DATA SETS IN HEALTHCARE - 3.0 SEMESTER CREDITS
This course introduces students to statistical calculations, healthcare data sets, secondary sources of data, research methodologies and healthcare statistics. Methods, tools, technologies, and processes for querying, designing, generating, managing, and analyzing data are examined. In addition, the course presents methods to abstract, present, and maintain data for clinical indices, databases, and registries. Prerequisite: MA1015

HT2600 INFORMATION TECHNOLOGY IN THE HEALTHCARE ENVIRONMENT - 3.0 SEMESTER CREDITS
This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for managerial and clinical support. It also examines emerging information technologies and applications for healthcare organizations. The determination of information system needs, system implementation, system evaluation, and confidentiality/security are also addressed. Topics include data standards, usability, government initiatives, cybersecurity and technologies utilized in an Electronic Health Records (EHR). Prerequisite: CI1175

HT2700 HEALTH INFORMATION LEADERSHIP ROLES, THEORIES, AND SKILLS - 3.0 SEMESTER CREDITS
This course focuses on the principles of supervisory management and leadership in the health information environment and provides an overview of general management functions. Staffing, training, the performance review process, principles of ergonomics, and productivity procedures are explored as well as work processes and the development of policies and procedures. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. Health literacy and consumer engagement will also be explored.
Prerequisite: HT2200; Corequisite: HT2800

HT2800 DEVELOPING PPE SKILLS & CERTIFICATION PREPARATION- 2.0 SEMESTER CREDITS
This course is designed to introduce the expectations of a Professional Practice Experience (PPE), the characteristics of working in a health information department or other healthcare setting and provides students the knowledge and skills to be successful while gaining practical work experience. This course will also strengthen and reinforce competencies needed to become a health information management professional and better prepare students for the RHIT certification exam. Tips and practical suggestions on how best to prepare for the RHIT certification exam will also be provided. Corequisite: HT2700

HT3100 HEALTH INFORMATION PROFESSIONAL PRACTICE EXPERIENCE (PPE) - 2.0 SEMESTER CREDITS
This 90-hour PPE course is designed to allow students to participate in a supervised setting to gain experience in a health information department or other approved healthcare site. The PPE is designed to provide students with practical work experience in the Health Information Management (HIM) competencies and domains through on-site activities and/or simulations that focus on skill building and practical application of theory. The experience provides meaningful exposure to HIM practice settings while providing support and instruction to the student.
Prerequisites: CI1175, HT1300, HT1350, HT1700, HT1725, HT1775, HT2050, HT2200, HT2600, HT2700, HT2800, ME1575, SS1000, SS2000

HU2000 CRITICAL THINKING AND PROBLEM SOLVING - 3.0 SEMESTER CREDITS
This course offers students the opportunity to develop logical reasoning skills relative to problem-solving and decision making. Students will engage in critical thinking activities while creating clear and concise persuasive arguments. Emphasis is placed on how to use deductive reasoning to gather information in order to draw a conclusion. Additional topics include how to organize and deliver one's personal message as well as communication strategies for discussing ethical issues. Prerequisites: None

MA1015 COLLEGE MATH - 3.0 SEMESTER CREDITS
This course delivers an introduction to basic college math. Students review a range of mathematical principles as they relate to algebra, computation, geometry, and statistics. Attention is given to solving algebraic equations, applying the order of operations, and calculating fundamental statistical principles. Additional topics include measures of central tendency, ratios, principles of interest, commissions, discounts, and the metric system. Prerequisites: None

MC1110 PRINCIPLES OF ALLIED HEALTH – 5.0 SEMESTER CREDITS
This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, and the importance of using basic learning and effective coping skills. The course also includes anatomy and physiology of the renal, and reproductive systems, and the appropriate terminology related to those systems. Also covered is laboratory testing as related to those systems and the foundation for understanding medical terminology as it relates to the field (word roots, prefixes and suffixes, and combining forms and current terminology).
Prerequisites: None

MC1115 ANATOMY & PHYSIOLOGY AND MEDICAL TERMINOLOGY – 5.0 SEMESTER CREDITS
This course covers an introduction to the anatomy and physiology of the musculoskeletal, integumentary, digestive, nervous, and endocrine systems; as well as medical terminology relating to those specific systems, laboratory testing as related to the systems, discussion on frequently ordered laboratory and radiology tests, and their normal vs. abnormal ranges. It also includes the foundation for understanding medical terminology as it relates to the field— word roots, prefixes and suffixes, and combining forms and current procedural terminology, as well as instruction on ordering laboratory tests and processing laboratory specimens. Prerequisites: None

MC1130 MEDICAL ASSISTANT OFFICE PROCEDURES – 5.0 SEMESTER CREDITS
This course includes a detailed, technical outlook of front office applications in a medical clinical setting. Topics covered are office organization, proper use of office equipment, keyboarding. A demonstration of a mock office setting is established to provide students an opportunity to participate in the flow of clinical office operations. The course also covers the skills needed to work in the electronic medical management office setting including different types of health insurance plans and sources of insurance available to patients as well as the filing, monitoring, and processing of insurance claims; the use of computerized scheduling and record keeping; EMR components; and effective written communication skills. Computers in the Medical Office are demonstrated, and HIPAA regulations are covered. Prerequisites: None

MC2010 PHARMACOLOGY – 4.5 SEMESTER CREDITS
This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills, military (24 hour) time, and correct measurement with regards to time. The course also covers volume, temperature, weight, ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of the medical assistant/medical clinical lab assistant in administering and dispensing drugs, and routes and methods of drug administration including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. Prerequisites: None

MC2015 CLINICAL LAB PROCEDURES & PHLEBOTOMY – 4.0 SEMESTER CREDITS
This course covers various clinical and laboratory skills, including the collection and handling of specimens, urinalysis, hematology/blood chemistry, wound care, patient identification, precession and accession of orders, patient positioning, site selection, syringe and evacuated tube collection, and blood collection procedures; including capillary collections, procedure for micro-collection, and blood smears. In the lab, students learn and demonstrate various venipuncture techniques, how to prioritize their work duties, how to describe and demonstrate POCT collection procedures, and how to identify factors that affect laboratory results. Also included is an introduction to the laboratory, methods of reporting lab results, and the proper use of laboratory equipment including venipuncture systems, syringes/needles, butterfly, lancets, and micro-collection devices. The course also covers laboratory safety procedures, blood borne pathogens with HIV/AIDS training, OSHA requirements, Material Safety Data Sheets (MSDS), exposure control plans, and fire safety. Prerequisites: None

MC2020 CLINICAL PROCEDURES – 4.0 SEMESTER CREDITS
This course covers anatomy and medical terminology related to patient illness, conditions, injuries and diseases; knowledge of the various body systems, bones, muscles, and organs related to conditions and injuries; and medical terminology including word roots, prefixes, suffixes, and other terms related to patient diagnosis. The course also covers proper EKG placement, the identification of rhythm strips. Prerequisite: MC2015

MC2030 MEDICAL LAW & ETHICS AND COMMUNICATIONS IN MEDICAL ASSISTING
5.5 SEMESTER CREDITS
This course covers the legal aspects, morals, and ethics that direct today's medical professional including a review of HIPAA confidentiality. Students are also introduced to interpersonal skills including the various types of communication, human motivational factors, conflict resolution, and the physical, psychological, and emotional needs of the patient. Written, verbal, and non-verbal communication between patients and co-workers are also presented. The organization of material, logical thought, and effective presentation are stressed. Caring for difficult and special needs patients are covered along with developmental stages of life. A study of the role that hereditary, cultural, and environmental conditions play on human behavior is introduced. Basic bookkeeping, billing and collections, purchasing, banking and payroll as well as office safety and security are covered. Students will also complete CPR and First Aid training. Prerequisite: MC1130

MC2040 ADVANCED LABORATORY PROCEDURES & MINOR MEDICAL OFFICE SURGERIES
5.0 SEMESTER CREDITS
This course includes the various techniques used in primary physical examinations, including patient preparation, and assisting the physician with patient examination and specimen collection. It is designed to introduce the student to a variety of clinical tasks including but not limited to assisting the physician with ear and eye lavage, visual acuity, pediatric growth charting, and pulmonary function testing. Students learn office laboratory protocols such as urinalysis and throat cultures. The course also includes procedures for assisting in minor office surgery, including patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments. Prerequisites: MC2015 & MC1130

MC3005 CLINICAL EXTERNSHIP – 4.0 SEMESTER CREDITS
Students are assigned to a healthcare facility, under facility/staff supervision. Clinical externships consist of 180 hours and take place at a local healthcare facility chosen by the school staff. Prerequisites: MC1110, MC1115, MC2010, MC2015, NA1110 & PH1115

MC3050 CLINICAL EXTERNSHIP – MEDICAL ASSISTANT – 4.5 SEMESTER CREDITS
Students are assigned to a healthcare facility under supervision. Clinical externships consist of 220 hours and take place at a local healthcare facility chosen by the school staff. Prerequisites: MC1110, MC1115, MC1130, MC2010, MC2015, MC2020, MC2030 & MC2040

ME1000 INTRODUCTION TO HEALTHCARE COMMUNICATION – 3.0 SEMESTER CREDITS
This course provides the student with a basic understanding of interpersonal communication in the healthcare professional environment. Some of the principles explored are perception, listening and nonverbal strategies. Cultural and social awareness are examined in terms of interaction and business acumen. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology. Prerequisites: None

ME1120 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING – 4.0 SEMESTER CREDITS
This course gives the student an introduction to the profession of medical administrative assisting, its scope of practice, and career opportunities available for the medical administrative assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized. Interpersonal professional communication is also covered and provides the student with information and practice in professional communication skills. Prerequisites: None

ME1125 INTRODUCTION TO MEDICAL BILLING – 4.0 SEMESTER CREDITS
This course is an introduction to the field of medical billing and provides the knowledge and skills needed to work in a variety of medical billing positions. The course covers the foundations of insurance, billing, and reimbursement. Students will learn about the submission of claims to the insurance carrier, reviewing medical records, verifying benefits, submitting secondary claims, and posting payments. Prerequisites: None

ME1160 MEDICAL TERMINOLOGY - 4.0 SEMESTER CREDITS
Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including musculoskeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field. Prerequisites: None

ME1410 MEDICAL LAW, ETHICS, AND RECORDS MANAGEMENT - 4.0 SEMESTER CREDITS
This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Students will be introduced to standard and electronic medical record systems and management as well as how to respond to issues of confidentiality. Topics include the medical record release, medical record formats, types of filing systems and medical records storage. Prerequisites: None

ME1575 PATHOPHYSIOLOGY AND PHARMACOLOGY - 3.0 SEMESTER CREDITS
This course provides students with an overview of human diseases and drug therapy as it relates to the allied health profession. Students will be introduced to the description, etiology, signs, symptoms, diagnostic procedures, and treatment for diseases of the human body. The course also introduces concepts related to the study of drugs and drug therapy. Prerequisite: SC1550

ME1750 MEDICAL TRANSCRIPTION – 3.0 SEMESTER CREDITS
This course introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports. Medical terminology and English language skills, report formats, and medical references are emphasized. Students will learn to transcribe inpatient and outpatient medical documentation in a secure and ethical manner in accordance with HIPAA guidelines. Prerequisite: ME1120

ME2530 DIAGNOSTIC CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS
Diagnostic coding is used to track disease, classify causes of morbidity and mortality, inform medical research and evaluate utilization of hospital services. This course will introduce the concept of the ICD-10-CM coding system. The student will identify the conditions to be coded and the content of the reference manuals. Coding conventions and basic coding guidelines are also covered in this course. Prerequisites: None

ME2535 PROCEDURAL CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS
This course introduces the basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The identification of the services and procedures to be coded and navigations of the coding manuals for code assignment will be applied in this course. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (HCPCS) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement will be covered in this course. Prerequisite: ME2530

ME2540 HEALTHCARE REIMBURSEMENT AND CLAIM CYCLE – 2.5 SEMESTER CREDITS
This course is an introduction to healthcare reimbursement. An emphasis is placed on financial transactions between patients and medical staff in various settings. This course will focus on the application of funds received from third party payers for services rendered to patients. Prerequisites: None

ME2550 HEALTHCARE SETTINGS, CLAIM CYCLE, AND CLAIMS PROCESSING – 4.0 SEMESTER CREDITS
Mastering the claim cycle and billing process is an essential skill in the allied health field. Students will learn to distinguish between different types of healthcare facilities (inpatient versus outpatient) and the services they provide. Emphasis is placed on setting up patient appointments, reimbursement stages, and claim form preparation. The importance of confidentiality and protected health information will be summarized. Prerequisites: None

MG2150 INTRODUCTION TO LEADERSHIP AND MANAGEMENT – 3.0 SEMESTER CREDITS
This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Various leadership/management styles will be explored and how they can affect the medical office as well as how management creates a framework for action is explained. The role of the manager in mitigating

risk is discussed. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management, decision-making, communication, planning, and organizing. Prerequisites: None

NA1110 NURSING ASSISTANT – 5.0 SEMESTER CREDITS
This course provides training in providing care and assistance with tasks related to the activities of daily living under the general supervision of a registered nurse including, but not limited to: personal care, patient rights, maintaining mobility, nutrition and hydration, collecting specimens, the use of assistive devices, data gathering (blood pressure, height and weight, etc.), handling blood and body fluid, cleaning resident care areas, recognizing and reporting abnormal findings, signs, and symptoms, basic first aid, CPR skills, and emergency care. Preparation for certification requirements is also included (HIV, BBP and HIPAA). Prerequisites: None

NA3000 CLINICAL EXTERNSHIP – 1.0 SEMESTER CREDITS
Students are assigned to a healthcare facility under UMA faculty supervision and will complete 45 hours of clinical externship. Prerequisite: NA1110

PH1110 PHLEBOTOMY – 6.5 SEMESTER CREDITS
This course provides an introduction to Allied Health principles and covers the phlebotomist's role and responsibilities, laws, ethics and patient rights, laboratory standards, introduction to computers, patient/staff communication, aseptic concepts and infection control, HIV/AIDS core training, CPR and first aid for healthcare providers, anatomy and physiology of the circulatory system, basic equipment operation, and clinical techniques. Laboratory sessions are focused on student's learning the effective techniques of blood draws through repetition. Prerequisites: None

PH1115 ADVANCED PHLEBOTOMY – 4.0 SEMESTER CREDITS
This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition. The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification and desired by many employers. Students will also complete CPR and First Aid training. Prerequisite: MC2015

PH3000 CLINICAL EXTERNSHIP FOR PHLEBOTOMY – 1.5 SEMESTER CREDITS
Students are assigned to a healthcare facility chosen by the school staff and are under facility/staff supervision. Students will complete 80 hours of clinical externship. Prerequisite: PH1110

PS1000 PSYCHOLOGY - 3.0 SEMESTER CREDITS
This course introduces basic principles and concepts of human psychology. Through examination of case studies and interactive activities, students explore influences on human behavior such as motivation, emotion, sexuality, and group membership. Additionally, students will have the opportunity to investigate cognitive strategies human beings use to learn and organize information. These include a focus on attention, perception, recall and visualization. Prerequisites: None

PS2100 WORKING WITH PEOPLE – 3.0 SEMESTER CREDITS
This course is designed to help students develop skills for effective human relations in the workplace. Through self-reflection and group activities, students will strengthen their approach to interpersonal communication while also learning how to apply this important skillset in diverse work environments. Topics in this course include personality types, working styles, and conflict resolution. Special attention is also given to organizational change and value diversity. Prerequisites: None

PS2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS
Understanding patient relations is essential for any allied health professional. In this course, students will explore a variety of sociological aspects of the medical field as they relate to health and illness, disparities in healthcare, and communication with patients. An additional emphasis will be placed on patient rights and responsibilities (HIPAA) and provider responsibilities (HIPAA). Prerequisites: None

RX1010 PHARMACY TECHNICIAN FUNDAMENTALS & COMPUTER APPLICATIONS
5.5 SEMESTER CREDITS
The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. It covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined. Prerequisites: None

RX1020 PHARMACOLOGY AND STERILE PRODUCTS & HIV/AIDS – 5.0 SEMESTER CREDITS
This course covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastic pharmacology including the study of HIV/AIDS. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management. Prerequisites: None

RX1030 ANATOMY & PHYSIOLOGY AND PATHOPHYSIOLOGY I – 6.0 SEMESTER CREDITS
Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions. Prerequisites: None

RX2010 PHARMACEUTICAL CALCULATIONS AND PATHOPHYSIOLOGY II – 6.0 SEMESTER CREDITS
This course introduces students to the calculations performed by technicians in the pharmacy practice setting and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is an in-depth study of specific human diseases that emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for these specified diseases. Prerequisites: RX1010, RX1020, & RX1030

RX2020 DRUG/DOSAGE INTERACTION AND PHARMACY LAW & ETHICS – 6.0 SEMESTER CREDITS
This course covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on commonly used drug names. Provided in this course is a survey of federal and state laws governing pharmacy operations. Students will develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings. Prerequisites: RX1010, RX1020, RX1030, & RX2010

RX2030 COMMUNITY & INSTITUTIONAL PHARMACY – 3.0 SEMESTER CREDITS
This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations. Prerequisites: RX1010, RX1020, RX1030, RX2010, & RX2020

RX2999 CERTIFICATION REVIEW – 2.0 SEMESTER CREDITS
This course is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam. Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030

RX3400 PHARMACY TECHNICIAN EXTERNSHIP – 4.0 SEMESTER CREDITS
In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab chosen by the school staff and serves 180 hours practicing the responsibilities and duties of a pharmacy

technician under facility/staff supervision. Students will also prepare a written report of their practical learning experience. Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, RX2030 & RX2999

SC1040 GENERAL BIOLOGY - 3.0 SEMESTER CREDITS
This course is designed to provide students with the fundamentals of biological science. Through the use of interactive collaboration activities, students have the opportunity to demonstrate their knowledge of the scientific method as it applies to real-life examples. Additional topics in this course include organism classification, organic molecules, and the study of biological compounds. Prerequisites: None

SC1050 ECOLOGY – 3.0 SEMESTER CREDITS
In this course students will explore a variety of local, regional, and global environmental issues through a combination of math and critical thinking skills. Prerequisites: None

SC1525 HUMAN ANATOMY & PHYSIOLOGY I - 4.0 SEMESTER CREDITS
In this course students will be introduced to the foundational structures and functions of the human body. Students will learn how to combine prefixes, suffixes, and root words to create medical terms. Additionally, students will explore concepts related to anatomy, physiology and associated medical terminology specific to the following body systems: Integumentary, skeletal, muscular, central nervous, peripheral and autonomic nervous, sensory, and endocrine. Prerequisite: None

SC1550 HUMAN ANATOMY & PHYSIOLOGY II - 3.0 SEMESTER CREDITS
This course builds upon the foundation and principles covered in Human Anatomy & Physiology I. Students will explore concepts related to anatomy, physiology and associated medical terminology specific to the following body systems: circulatory, immune, respiratory, digestive, urinary, reproductive. Prerequisite: SC1525

SC2020 HUMAN GROWTH AND DEVELOPMENT - 3.0 SEMESTER CREDITS
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult. The various patterns of behavior are explored, along with focus given to physical, intellectual, cognitive, personality, and social development. In addition, the impacts that personal health habits, parenting styles, and related inputs that may have an impact on the life span development process are covered. Prerequisite: HS2305

SC2110 ANATOMY, PHYSIOLOGY, AND PATHOPHYSIOLOGY I - 4.0 SEMESTER CREDITS
Explaining the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis is essential to the allied health profession. This course includes information on all body systems along with the common conditions that affect them such as neoplasms, hypertension, and injuries. Finally, an overview on the most common procedures performed to treat injury and illness will be explained. Prerequisites: None

SO1050 SOCIOLOGY – 3.0 SEMESTER CREDITS
This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization. Prerequisites: None

SO1100 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT - 3.0 SEMESTER CREDITS
This course establishes a foundational knowledge of human behavior in the social environment (HBSE). Students explore how biological, sociological, and psychological theories apply to the assessment, intervention, and evaluation of human behavior in the context of the broader social environment. Particular attention is focused on the perspectives of paradigms, groups, culture, race, and poverty. Prerequisite: SC2020

SO2050 DIVERSITY IN HEALTHCARE SETTINGS – 3.0 SEMESTER CREDITS
Diversity in Healthcare Settings presents human diversity through the integration of personal and organizational perspectives, research, and theories while discussing teamwork, communication, leadership, conflict, social

networking, and other issues in the workplace, at school, and in the community. Additionally, the content in this course will be examined through the lens of healthcare. Prerequisites: None

SO2100 DIVERSITY IN THE WORKPLACE – 3.0 SEMESTER CREDITS
In this course, students will be exposed to a variety of organizational perspectives, research, and theories on understanding the diversity that exists within and between social groups in the workplace. Prerequisites: None

SS1000 STUDENT SUCCESS - 1.0 SEMESTER CREDIT
The purpose of SS1000 is to introduce students to both skills and resources that will help them be successful in their UMA courses and program. Students will learn about specific resources and strategies to help them maximize their learning, as well as increase self-motivation and self-awareness. Through engaging interactive exercises and discussions within a community of learners, learners will discover new ways to commit to their success as a UMA student. While SS1000 centers on preparation for academic success at UMA, students will find that the skills and strategies discussed are transferrable to both their personal and professional life. Prerequisites: None

SS2000 CAREER SUCCESS - 2.0 SEMESTER CREDITS
In this course, students will have an opportunity to revisit their personal and professional goals as they prepare for interviews and placement in the allied healthcare field. Through the exploration of job search skills, resume writing, interview preparation, group dynamics, and workplace behaviors, students will apply essential understandings to a career in the healthcare field. A variety of planning and preparation activities are integrated into the delivery of this course including the development of a professional portfolio. Prerequisites: To be taken in the student's final semester of course work.

TUITION AND FEES
(FOR MILITARY PRICING, PLEASE REFER TO "MILITARY ONLY" SECTIONS.)

CLEARWATER DIPLOMA PROGRAMS

COST CALCULATED PER PROGRAM				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	**Credits**	**Tuition**	**Books**	**Total Cost**
Dental Assistant with Expanded Functions	26.0	$15,000	Included	$15,000
Medical Assistant	42.5	$16,950	Included	$16,950
Nursing Assistant	6.0	$ 1,750	Included	$ 1,750
Patient Care Technician	31.5	$15,000	Included	$15,000
Phlebotomy Technician	8.0	$ 1,750	Included	$ 1,750

CLEARWATER ASSOCIATE DEGREE PROGRAMS
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST INCLUDES DIPLOMA PROGRAM TUITION PLUS $430/CREDIT HOUR FOR GE/ELECTIVE COURSES	
Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.	
Core Courses	**General Education and Elective Courses**
Cost Per Diploma Program	$430 Per Credit Hour

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credit Hours for GE/Elective Courses	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	Core Courses $13,600 GE/Elective Courses $15,480	Core Courses $1,400* GE/Elective Courses Included	-$15,000	$15,480
Health Sciences - Medical Assistant	18.0	60.5	Core Courses $15,500 GE/Elective Courses $7,740	Core Courses $1,450* GE/Elective Courses Included	-$16,950	$ 7,740

*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

CLEARWATER TUITION AND FEES – MILITARY ONLY

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are Veterans, active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard or the Reserves and spouses and dependents of veterans and active duty military. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

VETERANS AND SPOUSES/DEPENDENTS OF VETERANS AND ACTIVE DUTY WHO QUALIFY FOR VA EDUCATIONAL BENEFITS
Pricing includes anyone using Chapters 30, 31, 32, 33 or 35, VA Benefits or the GI Bill®.

CLEARWATER DIPLOMA PROGRAMS – MILITARY ONLY
(PLEASE REFER TO PRICING FOR CLEARWATER DIPLOMA PROGRAMS)

CLEARWATER ASSOCIATE OF SCIENCE PROGRAMS – MILITARY ONLY
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST INCLUDES DIPLOMA PROGRAM TUITION PLUS $380/CREDIT HOUR FOR GE/ELECTIVE COURSES Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.	
Core Courses	**General Education and Elective Courses**
Cost Per Diploma Program	$380 Per Credit Hour

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credit Hours for GE/Elective Courses	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	Core Courses $13,600 GE/Elective Courses $13,680	Core Courses $1,400* GE/Elective Courses Included	-$15,000	$13,680
Health Sciences - Medical Assistant	18.0	60.5	Core Courses $15,500 GE/Elective Courses $6,840	Core Courses $1,450* GE/Elective Courses Included	-$16,950	$ 6,840

*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at benefits.va.gov/gibill.

ACTIVE DUTY, NATIONAL GUARD AND RESERVES

CLEARWATER DIPLOMA PROGRAMS – MILITARY ONLY

COST CALCULATED PER PROGRAM Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	**Credits**	**Tuition**	**Books**	**Total Cost**
Dental Assistant with Expanded Functions	26.0	$15,000	No Charge	$15,000
Medical Assistant	42.5	$16,950	No Charge	$16,950
Nursing Assistant	6.0	$ 1,750	No Charge	$ 1,750
Patient Care Technician	31.5	$15,000	No Charge	$15,000
Phlebotomy Technician	8.0	$ 1,750	No Charge	$ 1,750

CLEARWATER ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST INCLUDES DIPLOMA PROGRAM TUITION PLUS $330/CREDIT HOUR FOR GE/ELECTIVE COURSES Tuition cost for standard-term programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.	
Core Courses	**General Education and Elective Courses**
Cost Per Diploma Program	$330 Per Credit Hour

Associate Degree (For Graduates of Corresponding UMA Diploma Programs)	Credit Hours for GE/Elective Courses	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Dental Assistant with Expanded Functions	36.0	62.0	Core Courses $13,600 GE/Elective Courses $11,880	Core Courses $1,400* GE/Elective Courses No Charge	-$15,000	$11,880
Health Sciences - Medical Assistant	18.0	60.5	Core Courses $15,500 GE/Elective Courses $5,940	Core Courses $1,450* GE/Elective Courses No Charge	-$16,950	$ 5,940

*Books for Core Courses are included in tuition if a student reenters more than 180 days from his/her last date of attendance or starts a diploma program.

OPTIONAL STUDENT CHARGES FOR CLEARWATER CAMPUS

In addition to the required tuition and fees, UMA students may purchase additional/replacement scrubs, equipment, and services during their enrollment. Items include the following:

- Additional Scrubs
  - XXS – XL Top with Logo $14.18
  - 2XL – 4XL with Logo $17.18
  - XXS – XL Women's Pant $15.18
  - 2XL – 4XL Women's Pant $18.18
  - XXS – XL Unisex Pant $12.78
  - 2XL – 4XL Unisex Pant $15.78
  - Additional Cost for Tall $ 3.00
- Blood Pressure Cuff - $22.10
- Pinellas Suncoast Transit Authority (PSTA) Fare GO Card
  - 7-Day Unlimited Reduced Fare GO Card - $12.50
  - 31-Day Unlimited Reduced Fare GO Card - $31.50

UMA ONLINE DIPLOMA PROGRAMS

COST CALCULATED AT $475 PER CREDIT HOUR				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Programs	**Credits**	**Tuition**	**Books**	**Total Cost**
Medical Administrative Assistant	38.0	$18,050	Included	$18,050
Medical Billing and Coding	39.0	$18,525	Included	$18,525
Medical Office and Billing Specialist	38.0	$18,050	Included	$18,050

COST CALCULATED PER PROGRAM				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	**Credits**	**Tuition**	**Books**	**Total Cost**
Emergency Medical Technician	14.0	$4,000	Included	$4,000

OPTIONAL STUDENT CHARGES FOR EMERGENCY MEDICAL TECHNICIAN PROGRAM

- Student Uniform Top $18.24 – $20.24
- Secondhand Watch $13.33
- Stethoscope $15.53

UMA ONLINE ASSOCIATE DEGREE PROGRAMS
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $475 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences – Medical Administrative Assistant	62.0	$29,450	Included	-$18,050	$11,400
Health Sciences – Medical Office and Billing Specialist	62.0	$29,450	Included	-$18,050	$11,400
Medical Billing and Coding	63.0	$29,925	Included	-$18,525	$11,400

UMA ONLINE ASSOCIATE DEGREE PROGRAMS
(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $475 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees for all programs except Health Sciences - Pharmacy Technician are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs	Credits	Tuition	Books	Total Cost
Health and Human Services	64.0	$30,400.00	Included	$30,400.00
Health Information Management	63.0	$29,925.00	Included	$29,925.00
Healthcare Accounting	65.0	$30,875.00	Included	$30,875.00
Healthcare Management	66.0	$31,350.00	Included	$31,350.00
Health Sciences – Medical Administrative Assistant	62.0	$29,450.00	Included	$29,450.00
Health Sciences - Medical Office and Billing Specialist	62.0	$29,450.00	Included	$29,450.00
Health Sciences - Pharmacy Technician	61.5	$29,212.50	Included	$29,212.50
Medical Billing and Coding	63.0	$29,925.00	Included	$29,925.00

UMA ONLINE TUITION AND FEES – MILITARY ONLY

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are veterans, active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard or the Reserves and spouses and dependents of veterans and active duty military. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

FOR VETERANS AND SPOUSES/DEPENDENTS OF VETERANS AND ACTIVE DUTY WHO QUALIFY FOR VA EDUCATIONAL BENEFITS
Pricing includes anyone using Chapters 30, 31, 32, 33 or 35, VA Benefits or the GI Bill®.

UMA ONLINE DIPLOMA PROGRAMS – MILITARY ONLY

COST CALCULATED AT $416 PER CREDIT HOUR				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Programs	**Credits**	**Tuition**	**Books**	**Total Cost**
Medical Administrative Assistant	38.0	$15,808	Included	$15,808
Medical Billing and Coding	39.0	$16,224	Included	$16,224
Medical Office and Billing Specialist	38.0	$15,808	Included	$15,808

COST CALCULATED PER PROGRAM				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	**Credits**	**Tuition**	**Books**	**Total Cost**
Emergency Medical Technician	14.0	$4,000	Included	$4,000

OPTIONAL STUDENT CHARGES FOR EMERGENCY MEDICAL TECHNICIAN PROGRAM

- Student Uniform Top $18.24 – $20.24
- Secondhand Watch $13.33
- Stethoscope $15.53

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UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $416 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences - Medical Administrative Assistant	62.0	$25,792	Included	-$15,808	$ 9,984
Health Sciences – Medical Office and Billing Specialist	62.0	$25,792	Included	-$15,808	$ 9,984
Medical Billing and Coding	63.0	$26,208	Included	-$16,224	$ 9,984

UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY
(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $416 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees for all programs except Health Sciences – Pharmacy Technician are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs	Credits	Tuition	Books	Total Cost
Health and Human Services	64.0	$26,624	Included	$26,624
Health Information Management	63.0	$26,208	Included	$26,208
Healthcare Accounting	65.0	$27,040	Included	$27,040
Healthcare Management	66.0	$27,456	Included	$27,456
Health Sciences – Medical Administrative Assistant	62.0	$25,792	Included	$25,792
Health Sciences – Medical Office and Billing Specialist	62.0	$25,792	Included	$25,792
Health Sciences - Pharmacy Technician	61.5	$25,584	Included	$25,584
Medical Billing and Coding	63.0	$26,208	Included	$26,208

FOR ACTIVE DUTY, NATIONAL GUARD, RESERVES

UMA ONLINE DIPLOMA PROGRAMS – MILITARY ONLY

COST CALCULATED AT $364 PER CREDIT HOUR				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Programs	**Credits**	**Tuition**	**Books**	**Total Cost**
Medical Administrative Assistant	38.0	$13,832	No Charge	$13,832
Medical Billing and Coding	39.0	$14,196	No Charge	$14,196
Medical Office and Billing Specialist	38.0	$13,832	No Charge	$13,832

COST CALCULATED PER PROGRAM				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	**Credits**	**Tuition**	**Books**	**Total Cost**
Emergency Medical Technician	14.0	$4,000	No Charge	$4,000

OPTIONAL STUDENT CHARGES FOR EMERGENCY MEDICAL TECHNICIAN PROGRAM

- Student Uniform Top $18.24 – $20.24
- Secondhand Watch $13.33
- Stethoscope $15.53

UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY
(FOR GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $364 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs (For Graduates of Corresponding UMA Diploma Programs)	Credits	Tuition	Books	Credit for Graduates of Corresponding UMA Diploma Program	Total Cost
Health Sciences – Medical Administrative Assistant	62.0	$22,568	No Charge	-$13,832	$8,736
Health Sciences – Medical Office and Billing Specialist	62.0	$22,568	No Charge	-$13,832	$8,736
Medical Billing and Coding	63.0	$22,932	No Charge	-$14,196	$8,736

UMA ONLINE ASSOCIATE DEGREE PROGRAMS – MILITARY ONLY
(FOR NON-GRADUATES OF CORRESPONDING UMA DIPLOMA PROGRAMS)

COST CALCULATED AT $364 PER CREDIT HOUR
Tuition cost varies when courses are failed and must be repeated. Retake fees for all programs except Health Sciences – Pharmacy Technician are charged at full tuition equal to the original cost of the course being retaken.

Associate Degree Programs	Credits	Tuition	Books	Total Cost
Health and Human Services	64.0	$23,296	No Charge	$23,296
Health Information Management	63.0	$22,932	No Charge	$22,932
Healthcare Accounting	65.0	$23,660	No Charge	$23,660
Healthcare Management	66.0	$24,024	No Charge	$24,024
Health Sciences – Medical Administrative Assistant	62.0	$22,568	No Charge	$22,568
Health Sciences – Medical Office and Billing Specialist	62.0	$22,568	No Charge	$22,568
Health Sciences - Pharmacy Technician	61.5	$22,386	No Charge	$22,386
Medical Billing and Coding	63.0	$22,932	No Charge	$22,932

UMA COST OF ATTENDANCE CHARTS

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	N/A	N/A	N/A	N/A	N/A	N/A
Total Indirect Costs	$6,674	$5,720	$4,765	$2,861	$1,907	$954

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	N/A	N/A	N/A	N/A	N/A	N/A
Total Indirect Costs	$15,143	$12,978	$10,815	$6,490	$4,325	$2,165

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	$6,704	$5,484	$4,266	$3,656	$2,437	$1,828	$1,219	$ 609
Misc. Personal Expense	$3,783	$3,096	$2,408	$2,064	$1,376	$1,033	$ 688	$ 345
Transportation	$3,797	$3,107	$2,416	$2,071	$1,380	$1,036	$ 690	$ 346
Total Indirect Costs	$14,284	$11,687	$9,090	$7,791	$5,193	$3,897	$2,597	$1,300

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	$4,266	$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

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	$16,721	$13,682	$10,642	$9,120	$6,081	$4,561	$3,040	$1,521
Misc. Personal Expense	$7,072	$5,787	$4,501	$3,858	$2,573	$1,929	$1,285	$ 644
Transportation	$3,797	$3,107	$2,416	$2,071	$1,380	$1,036	$ 690	$ 346
Total Indirect Costs	$27,590	$22,576	$17,559	$15,049	$10,034	$7,526	$5,015	$2,511

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	$10,642	$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

CURRENTLY THERE ARE NO ADDENDA FOR

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 7.1

(PUBLISHED September 1, 2023)

UMA ONLINE SUPPLEMENT TO

UMA CATALOG VOLUME 7.1 (PUBLISHED September 1, 2023)

Supplement Effective Date: September 11, 2023

This Supplement is an integral part of the catalog and provides information on the following topics:

Academic Calendar
Administrators
Faculty and Program Leadership
Holiday Schedule
Office Hours

UMA ONLINE
9309 N. Florida Ave.
Tampa, Florida 33612
Phone: (888) 205-2456

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ACADEMIC CALENDAR
2022 – 2023 PROGRAM ANTICIPATED START AND END DATES

<u>DIPLOMA PROGRAMS</u>

2022 Anticipated Start Dates *Start dates are subject to change at the discretion of UMA.*	Medical Administrative Assistant Medical Billing and Coding Medical Office and Billing Specialist **Anticipated End Dates***	2023 Anticipated Start Dates *Start dates are subject to change at the discretion of UMA.*	Medical Administrative Assistant Medical Billing and Coding Medical Office and Billing Specialist **Anticipated End Dates***
01/18/2022	10/23/2022	01/17/2023	11/26/2023
01/31/2022	11/06/2022	01/30/2023	12/10/2023
02/21/2022	11/27/2022	02/20/2023	12/31/2023
03/07/2022	12/11/2022	03/06/2023	01/14/2024
03/28/2022	01/15/2023	03/27/2023	02/04/2024
04/11/2022	01/29/2023	04/10/2023	02/18/2024
05/02/2022	02/19/2023	05/01/2023	03/10/2024
05/16/2022	03/05/2023	05/15/2023	03/24/2024
06/06/2022	03/26/2023	06/05/2023	04/14/2024
06/20/2022	04/09/2023	06/20/2023	04/28/2024
07/11/2022	04/30/2023	07/10/2023	05/19/2024
07/25/2022	05/14/2023	07/24/2023	06/02/2024
08/15/2022	06/04/2023	08/14/2023	06/23/2024
08/29/2022	06/18/2023	08/28/2023	07/07/2024
09/19/2022	07/09/2023	09/18/2023	07/28/2024
10/03/2022	07/23/2023	10/02/2023	08/11/2024
10/24/2022	08/13/2023	10/23/2023	09/01/2024
11/07/2022	08/27/2023	11/06/2023	09/15/2024
11/28/2022	09/17/2023	11/27/2023	10/06/2024
12/12/2022	10/01/2023	12/11/2023	10/20/2024
Emergency Medical Technician		**Emergency Medical Technician**	
08/15/2022	12/18/2022	02/27/2023	07/02/2023
		07/10/2023	11/12/2023
		09/11/2023	01/14/2024
		11/13/2023	03/17/2024

Start dates are subject to change at the discretion of UMA.

*Anticipated end dates are determined based on continuous progression through a program and include externships. Externships are based on a minimum of 30 hours per week; therefore, the actual end date may vary.

ASSOCIATE DEGREE PROGRAMS

2022 Anticipated Start Dates Start dates are subject to change at the discretion of UMA.	Anticipated End Dates*	
	Health and Human Services Health Information Management Health Sciences – Medical Administrative Assistant Health Sciences – Medical Office and Billing Specialist Healthcare Accounting Healthcare Management Medical Billing and Coding	Health Sciences – Pharmacy Technician
01/18/2022	06/04/2023	06/18/2023
01/31/2022	06/18/2023	07/02/2023
02/21/2022	07/09/2023	07/23/2023
03/07/2022	07/23/2023	08/06/2023
03/28/2022	08/13/2023	08/27/2023
04/11/2022	08/27/2023	09/10/2023
05/02/2022	09/17/2023	10/01/2023
05/16/2022	10/01/2023	10/15/2023
06/06/2022	10/22/2023	11/05/2023
06/20/2022	11/05/2023	11/19/2023
07/11/2022	11/26/2023	12/10/2023
07/25/2022	12/10/2023	12/24/2023
08/15/2022	01/14/2024	01/28/2024
08/29/2022	01/28/2024	02/11/2024
09/19/2022	02/18/2024	03/03/2024
10/03/2022	03/03/2024	03/17/2024
10/24/2022	03/24/2024	04/07/2024
11/07/2022	04/07/2024	04/21/2024
11/28/2022	04/28/2024	05/12/2024
12/12/2022	05/12/2024	05/26/2024

Start dates are subject to change at the discretion of UMA.

*Anticipated end dates are determined based on continuous progression through a program and include externships. Externships are based on a minimum of 30 hours per week; therefore, the actual end date may vary.

2023 Anticipated Start Dates Start dates are subject to change at the discretion of UMA.	Anticipated End Dates*	
	Health and Human Services Health Information Management Health Sciences – Medical Administrative Assistant Health Sciences – Medical Office and Billing Specialist Healthcare Accounting Healthcare Management Medical Billing and Coding	Health Sciences – Pharmacy Technician
01/17/2023	06/23/2024	07/07/2024
01/30/2023	07/07/2024	07/21/2024
02/20/2023	07/28/2024	08/11/2024
03/06/2023	08/11/2024	08/25/2024
03/27/2023	09/01/2024	09/15/2024
04/10/2023	09/15/2024	09/29/2024
05/01/2023	10/06/2024	10/20/2024
05/15/2023	10/20/2024	11/03/2024
06/05/2023	11/10/2024	11/24/2024
06/20/2023	11/24/2024	12/08/2024
07/10/2023	12/15/2024	12/29/2024
07/24/2023	12/29/2024	01/12/2025
08/14/2023	01/19/2025	02/02/2025
08/28/2023	02/02/2025	02/16/2025
09/18/2023	02/23/2025	03/09/2025
10/02/2023	03/09/2025	03/23/2025
10/23/2023	03/30/2025	04/13/2025
11/06/2023	04/13/2025	04/27/2025
11/27/2023	05/04/2025	05/18/2025
12/11/2023	05/18/2025	06/01/2025

Start dates are subject to change at the discretion of UMA.

*Anticipated end dates are determined based on continuous progression through a program and include externships. Externships are based on a minimum of 30 hours per week; therefore, the actual end date may vary.

2022 – 2024 MODULE START AND END DATES

Locate your program's start date in either Track A or Track B. Your module start and end dates follow the associated track.

TRACK A		TRACK B	
Module Start Date	**Module End Date**	**Module Start Date**	**Module End Date**
Tuesday, January 18, 2022	Sunday, February 20, 2022	Monday, January 31, 2022	Sunday, March 6, 2022
Monday, February 21, 2022	Sunday, March 27, 2022	Monday, March 7, 2022	Sunday, April 10, 2022
Monday, March 28, 2022	Sunday, May 1, 2022	Monday, April 11, 2022	Sunday, May 15, 2022
Monday, May 2, 2022	Sunday, June 5, 2022	Monday, May 16, 2022	Sunday, June 19, 2022
Monday, June 6, 2022	Sunday, July 10, 2022	Monday, June 20, 2022	Sunday, July 24, 2022
Monday, July 11, 2022	Sunday, August 14, 2022	Monday, July 25, 2022	Sunday, August 28, 2022
Monday, August 15, 2022	Sunday, September 18, 2022	Monday, August 29, 2022	Sunday, October 2, 2022
Monday, September 19, 2022	Sunday, October 23, 2022	Monday, October 3, 2022	Sunday, November 6, 2022
Monday, October 24, 2022	Sunday, November 27, 2022	Monday, November 7, 2022	Sunday, December 11, 2022
Monday, November 28, 2022	Sunday, January 15, 2023	Monday, December 12, 2022	Sunday, January 29, 2023
Tuesday, January 17, 2023	Sunday, February 19, 2023	Monday, January 30, 2023	Sunday, March 5, 2023
Monday, February 20, 2023	Sunday, March 26, 2023	Monday, March 6, 2023	Sunday, April 9. 2023
Monday, March 27, 2023	Sunday, April 30, 2023	Monday, April 10, 2023	Sunday, May 14, 2023
Monday, May 1, 2023	Sunday, June 4, 2023	Monday, May 15, 2023	Sunday, June 18, 2023
Monday, June 5, 2023	Sunday, July 9, 2023	Tuesday, June 20, 2023	Sunday, July 23, 2023
Monday, July 10, 2023	Sunday, August 13, 2023	Monday, July 24, 2023	Sunday, August 27, 2023
Monday, August 14, 2023	Sunday, September 17, 2023	Monday, August 28, 2023	Sunday, October 1, 2023
Monday, September 18, 2023	Sunday, October 22, 2023	Monday, October 2, 2023	Sunday, November 5, 2023
Monday, October 23, 2023	Sunday, November 26, 2023	Monday, November 6, 2023	Sunday, December 10, 2023
Monday, November 27, 2023	Sunday, January 14, 2024	Monday, December 11, 2023	Sunday, January 28, 2024
Tuesday, January 16, 2024	Sunday, February 18, 2024	Monday, January 29, 2024	Sunday, March 3, 2024
Monday, February 19, 2024	Sunday, March 24, 2024	Monday, March 4, 2024	Sunday, April 7. 2024
Monday, March 25, 2024	Sunday, April 28, 2024	Monday, April 8, 2024	Sunday, May 12, 2024
Monday, April 29, 2024	Sunday, June 2, 2024	Monday, May 13, 2024	Sunday, June 16, 2024
Monday, June 3, 2024	Sunday, July 7, 2024	Monday, June 17, 2024	Sunday, July 21, 2024
Monday, July 8, 2024	Sunday, August 11, 2024	Monday, July 22, 2024	Sunday, August 25, 2024
Monday, August 12, 2024	Sunday, September 15, 2024	Monday, August 26, 2024	Sunday, September 29, 2024
Monday, September 16, 2024	Sunday, October 20, 2024	Monday, September 30, 2024	Sunday, November 3, 2024
Monday, October 21, 2024	Sunday, November 24, 2024	Monday, November 4, 2024	Sunday, December 8, 2024
Monday, November 25, 2024	Sunday, January 12, 2025	Monday, December 9, 2024	Sunday, January 26, 2025

Emergency Medical Technician	
Module Start Date	**Module End Date**
Monday, August 15, 2022	Sunday, December 18, 2022
Monday, February 27, 2023	Sunday, July 2, 2023
Monday, July 10, 2023	Sunday, November 12, 2023
Monday, September 11 2023	Sunday, January 14, 2024
Monday, November 13, 2023	Sunday, March 17, 2024

HOLIDAY SCHEDULE*

2022

January 17, 2022	Martin Luther King, Jr. Day
April 8, 2022	UMA Day of Gratitude
May 30, 2022	Memorial Day
July 4, 2022	Independence Day
September 5, 2022	Labor Day
September 26, 2022 – September 30, 2022	School Closure (EMT Program Only)
November 10, 2022	School Closure (EMT Program Only)
November 24, 2022 & November 25, 2022	Thanksgiving Break
December 24, 2022 – January 8, 2023	Winter Break

2023

January 16, 2023	Martin Luther King, Jr. Day
March 13, 2023 – March 19, 2023	Spring Break (EMT Program Only)
May 29, 2023	Memorial Day
June 19, 2023	Juneteenth
July 4, 2023	Independence Day
August 29, 2023 – August 30, 2023	School Closure (EMT Program Only)
September 4, 2023	Labor Day
November 23, 2023 & November 24, 2023	Thanksgiving Break
December 22, 2023 – January 7, 2024	Winter Break (Emergency Technician Program Only)
December 23, 2023 – January 7, 2024	Winter Break

Support is available to UMA's online students on all dates but those listed above.

*Schedules for students on an externship or practicum may vary.

OFFICE HOURS*

Phone: (888) 205-2456

Monday – Thursday:	8 a.m. – 8 p.m.
Friday:	9 a. m. – 5 p.m.
Saturday and Sunday	CLOSED

*Individual departments may schedule hours that are different than the main office, and in some cases, are available for extended evening and weekend support.

ADMINISTRATORS

Thomas Rametta, President
BBA Accounting – James Madison University

Andy Rhodes, Chief Information Officer
BS Information Sciences – University of Pittsburgh

April Neumann, Executive Vice President, Workforce Transformation
BA Journalism – Northeastern University

Scott Sarrett, Senior Vice President, Student Engagement
BS Management – Northern Illinois University

Tommy Moon, Senior Vice President, Career Services
BA Criminology – University of South Florida

Elizabeth Accomando, Vice President and Interim Head, Student Finance & Registrar
MS Public Service Administration – DePaul University
BA International Studies – Baylor University

Joe Gugliuzza, Vice President, Learner Services

Lisa McClure, Vice President, Programs and Academic Affairs
MAEd Education in Guidance and Counseling - Carthage College
BA CW Elem Ed: Biology - Concordia College

Zoaib Mirza, Associate Vice President, Curriculum
MA Professional Studies – DePaul University
MS Applied Technologies – DePaul University
MS Information Systems – DePaul University

Rolando Russell, RHIA, CPC
Associate Dean, Online Programs (HCA, HCM, HIM, HS-PHT, MBC, MBCA)
MBA Specialization in Healthcare Management - American InterContinental University
BSHA Health Administration – University of Phoenix

Althea Wynn, Associate Dean, Online Programs (GE, HHS, HS-MAA, HS-MOBS, MAA, MOBS)
MSME Medical Sciences – University of South Florida
BSHSE Health Science Education – University of Florida
AS Dental Hygiene – Tallahassee Community College

Shelina Macarthur – Sr. Clinical Programs Director (EMT Program)
MS Educational Psychology-Capella University
BS Interdisciplinary Studies - Keiser University
Diploma Medical Administrative Assistant - Ultimate Medical Academy
AA No Declared Major - St. Petersburg College

Jennifer Ortiz, Sr. Director, Registrar
BS Multidisciplinary Studies – Liberty University

Zaida Kolacsky, Librarian
MA Library and Information Science – University of South Florida
BA Communication – University of South Florida

FACULTY AND PROGRAM LEADERSHIP

ONLINE PROGRAM KEY CODES	
DIPLOMA PROGRAMS	
PROGRAM NAME	**PROGRAM CODE**
Emergency Medical Technician	EMT
Medical Administrative Assistant	MAA
Medical Billing and Coding	MBC
Medical Office and Billing Specialist	MOBS
ASSOCIATE DEGREE PROGRAMS	
PROGRAM NAME	**PROGRAM CODE**
Healthcare Accounting	HCA
Healthcare Management	HCM
Health and Human Services	HHS
Health Information Management	HIM
Health Sciences – Medical Administrative Assistant	HS – MAA
Health Sciences – Medical Office and Billing Specialist	HS – MOBS
Health Sciences – Pharmacy Technician	HS – PHT
Medical Billing and Coding	MBC – A

Abney, Natasha

M.S. Nursing - Texas Tech University Health Sciences Center
Concentration: Nursing Administration
B.S. Nursing - Texas Tech University Health Sciences Center
A.S. Nursing - Excelsior University
B.S. Nursing - Prairie View A&M University
N/A No Declared Major - Lone Star College
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Acero, Jennifer

M.A. Organizational Leadership - Waldorf University
Concentration: Health Care Management
M.B.A. Health Care Management - Columbia Southern University
B.S. Health Care Administration - Columbia Southern University
Instructor - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Acosta, Liliana

M.A. Adult Education and Training - University of Phoenix
B.A. Health Care Administration - Ashford University
Diploma Medical Insurance Billing and Coding - Everest Institute
Senior Instructor II - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Aguilera, Raquel

M.P.H. Public Health Administration - Everglades University
Concentration: Complementary and Alternative Medicine
B.S. Alternative Medicine - Everglades University
Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Akers, Martha

M.B.A. Business Administration - DeVry University
Specialization: Health Services
Graduate Certificate Accounting - DeVry University
M.H.R.M. Human Resource Management - DeVry University
B.B.M. Business Management - LaTourneau University
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Akridge, Kathryn - *Registered Health Information Administrator (RHIA)*

B.S. Health Information Management - Florida Agricultural and Mechanical University
Instructor - HHS,HIM

Albritton, Erika - *Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA)*

M.L.S. Healthcare Law - University of Oklahoma
M.S. Health Information Management - St. Scholastica
B.B.A Business Administration - Faulkner University
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Alexander Jr., Ulysses

M.S. Human Services - Walden University
B.S. Corrections - Langston University
Senior Instructor II - Electives,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Allard, Samantha

M.S. Skin Biology and Dermatological Sciences - University of Miami
B.S. Biology - Florida Gulf Coast University
Concentration: Pre-Professional Biology
Instructor - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Allen, Loriann - *Certified Professional Coder (CPC)*

B.S. Health Care Management - Clayton State University
A.S. General Studies - Georgia Perimeter College
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MOBS

Alston, Koyah

Ph.D. Leadership Studies - North Carolina Agricultural and Technical State University
M.S. Adult Education - North Carolina Agricultural and Technical State University
B.A. English - The University of North Carolina at Wilmington
Concentration: Communication Studies
Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Anderson, Chris

M.A.Ed. Science/Mathematics - Chadron State College
B.E.S.S. Exercise & Sports Science - Texas State University
Concentration: Psychology
Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Anderson, Derek

M.S. Education - Purdue University Global
Concentration: Teaching Students with Special Needs
B.S. Family and Consumer Science - Morgan State University

*Lead Instructor - General
Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A*

Anderson, Nicole

M.P.H. Behavioral Health Science - Indiana University
B.S. Health Administration - Indiana University

Senior Instructor II - HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Arceneaux Ivey, Paula - *Registered Health Information Administrator (RHIA)*

M.S. Healthcare Administration - Bellevue University
B.S. Health Information Management - Texas Southern University
A.A.S. No Declared Major - Houston Community College

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Arnold, Twyla - *Certified Professional Coder (CPC)*

Diploma Medical Administrative Assistant - Ultimate Medical Academy - Online
B.S. Real Estate and Insurance - The University of Southern Mississippi

Senior Instructor II - HCA,MBC,MBC-A

Artis, Yvette - *Registered Health Information Administrator (RHIA)*

M.B.A. Business Administration - University of Phoenix
B.A.S. Health Care Management - Dallas Baptist University
A.A.S. Health Information Management - Dallas College Mountain View Campus
Certificate Medical Records Coder - Dallas College Mountain View Campus

Senior Instructor II - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Atfah, Samah

M.P.H. Public Health - University of South Florida
Concentration: Public Health Practice Program
M.D. Doctor of Human Medicine - Damascus University

Senior Instructor - Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Ayanwale, Folashade

M.A. Health Studies - The University of Alabama
B.A. Psychology - The University of Alabama
Concentration: Human Development Family Study

Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bahamonde, Melissa

Ph.D. School Psychology - University of Florida
M.Ed. School Psychology - University of Florida
B.A. Human Development - Child Development - California State University, San Bernardino
Concentration: Psychology

Instructor - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Bailey, Denise

M.S. Adult Education - Troy University
B.S. Communicative Sciences & Disorder - Alabama A&M University
N/A English Education - Alabama State University
M.A. English - Southern New Hampshire University

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Baldonado, Arthur

Ph.D. Management - Northcentral University
M.S. Human Resources Administration - Central Michigan University
B.A. Psychology - San Diego State University

Senior Instructor - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Banks, Shanequa

M.S. Psychology - University of Phoenix
B.A. Sociology - University of Florida

Lead Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Baptiste, Samuel

M.S. Health Care Management - Johns Hopkins University - Carey Business School
M.P.A. Public Administration - University of the Virgin Islands
M.B.A. Business Administration - University of the Virgin Islands
A.A. Business Management - University of the Virgin Islands
B.A. Business Administration - University of the Virgin Islands
Concentration: Management

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Barnett, Eartha Eve

Ed.D. Organizational Leadership - Argosy University
M.S. Human Services - Springfield College
Concentration: Organizational Management
B.S. Human Services - Springfield College
A.A. Liberal Arts - Hillsborough Community College

Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Barrison, Miriam

M.A. Liberal Studies - State University of New York (SUNY) at Stony Brook
B.A. Social Sciences; Teacher Preparation in Social Studies - State University of New York (SUNY) at Stony Brook

Associate Department Chair - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Barton, Gloria

M.F.S. Forensic Sciences - National University
Specialization: Investigation
B.S. Psychology - Fordham University - The Jesuit University of New York

Instructor - General Education,Electives,HHS,HIM,HS-PHT,MBC-A

Battle, Elizabeth - *Certified Professional Coder (CPC)*

B.S. Health Care Management - Clayton State University

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Baxter, Nicholas

Ph.D. Sociology - University of Nevada Las Vegas
M.A. Sociology - Northern Illinois University
B.A. English - Northern Illinois University
Concentration: Sociology
A.A. Associate of Arts - Highland Community College

Senior Instructor II - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bearden, Megan

M.A. Public School Building Leadership - Teachers College, Columbia University
B.S. Mathematics - Texas State University
Concentration: Communication Studies

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Benedict, Lisa

M.B.A. Healthcare Administration - Indiana Wesleyan University
B.S. Liberal Arts - Excelsior College
A.A.S. Medical Assisting - Ivy Tech Community College

Senior Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Benefield, Dustin - *Basic Life Support Provider (BLS), Level B EMS Instructor, Level A Instructor, Advanced Cardiovascular Life Support Provider (ACLS), Paramedic*

M.S. Emergency Services Management - Columbia Southern University
B.A.S. Public Safety Administration - St. Petersburg College
A.A. No Declared Major - Valencia College
A.S. Emergency Medical Services Technician - Valencia College
Diploma Emergency Medical Technician - Valencia College

Program Director, EMT - EMT

Benitez, Yanira

M.B.A. Business Administration Program - The University of Arizona Global Campus
Specialization: Organizational Leadership
B.S. Technical Management - DeVry University
Specialization: Health Information Management
A.A.S. Health Information Technology - DeVry University

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bennett, Cynthia - *Certified Professional Coder (CPC)*

M.B.A. Health Care Administration - Wilmington University
B.S. Business Administration - Pierce College
A.S. Medical Practice Management - Pierce College

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Betts, Karen

M.A. Management - National University
B.A. Management - National University

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Blair, Stephany - *Certified Professional Coder (CPC)*

Diploma Medical Administrative Assistant - Ultimate Medical Academy Online
B.S. Behavioral Neuroscience - University of Pittsburgh

Lead Instructor - MBC,MBC-A

Blandford, Amanda

M.S. Biology - Western Kentucky University
B.S. Chemistry - Kentucky Wesleyan College

Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Blauner, Sherry

M.S. Counseling/ Psychology - The University of West Alabama
B.A. Psychology - Mississippi University for Women
A.A. Psychology - East Mississippi Community College

Senior Instructor II - HHS

Boatright, Alyssa

M.S. Biology - Grand Canyon University
Concentration: Education
B.S. Health Science - Purdue University Global
Diploma Practical Nursing - ECPI University

Instructor - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Bonney-Graves, Adwoa

M.A. Professional Counseling - Texas Wesleyan University
B.S. Psychology - Texas Wesleyan University

Instructor - General Education,Electives,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Booker, LaRonica - *Registered Health Information Administrator (RHIA)*

M.S. Health Information Management - The College of Saint Scholastica
M.B.A. Health Care Management - Our Lady of the Lake University
B.S. Biomedical Sciences - Texas A&M University

Senior Instructor II - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Borchardt, Kimberly

M.B.A. Business Administration - Indiana Wesleyan University
Specialization: Health Care Management
B.S. Respiratory Therapy - Indiana University
D.B.A. Healthcare Mangement - Liberty University

Instructor – General Education

Bremeier, Bryan

D.H.A. Health Administration - Capella
Specialization: Health Care Leadership
M.B.A. Health Care Management - Herzing University
B.S. Health Administration - University of Phoenix
Concentration: Long Term Care
A.A. No Declared Major - University of Phoenix
Concentration: Health Care Administration

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bridges II, Vernon

M.S. Mathematics - North Carolina Central University
B.S. Mathematics - Morehouse College

Senior Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bridges, Evette

M.B.A. Business Administration - Strayer University
Concentration: Human Resource Management
B.A. Communication - Saint Augustine's University

Senior Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Bright, Brandial

M.B.A. Technology Management - University of Phoenix
B.A. Information Management and Systems - University of South Carolina Upstate

Senior Instructor II - Electives,HCM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Brinson, Hasina

M.P.A. Public Administration - Barry University
B.A. English - Creative Writing - University of Miami
Concentration: Political Science

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Brown, Nicole

M.B.A. Business Administration - LeTourneau University
B.S. Management - Kaplan University
Diploma Medical Office Specialist - Texas School of Business

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Brown, Renicka

M.Ed. Education Leadership - Grand Canyon University
M.A. Christian Studies - Grand Canyon University
Concentration: Christian Leadership
M.Ed. Curriculum and Instruction - Grand Canyon University
Concentration: Reading with an Emphasis in Secondary Education
B.A. English - Florida International University
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Brun, Ayanna

M.S. Health Sciences - Indiana State University
Concentration: Public Health
B.S. Health Sciences - Indiana State University
Concentration: Health Psychology
Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Bufkin, Samuel - *Registered Health Information Technician (RHIT)*

M.S. Health and Human Performance - Austin Peay State University
Concentration: Health Leadership
B.S. Health and Human Performance - Austin Peay State University
Concentration: Health Care Management
A.A.S. Health Information Technology - Volunteer State Community College
Senior Instructor II - HCA,HCM,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cade, Sarah

M.S. Healthcare Management - Troy University
B.B.A. Business Administration - Campbell University
A.A. General College Education - Campbell University
Senior Instructor II - General Education,HCA,HCM,HIM,HS-MAA,HS-MOBS,MBC-A

Calixte, Jonia

M.Ed. Special Education - Grand Canyon University
B.S. Biological Sciences - Florida Atlantic University
Concentration: Psychology
A.A. General/Transfer AA - Palm Beach State College
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Calvino, Antonio

Diploma Medical Administrative Assistant - Ultimate Medical Academy Online
M.I.S. Information Systems - University of Phoenix
B.S. Information Technology - University of Phoenix
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cammarata, Lindsey - *Certified Pharmacy Technician (CPhT)*

M.B.A. Business Administration - Point Park University
Concentration: Health Systems Management
B.S. Natural Sciences - University of Pittsburgh
Instructor II - HS-PHT

Campbell, James

M.S. Information Technology - Johns Hopkins University
Concentration: Telecommunications Systems
B.S. Management Information Systems - The University of Tampa
B.S. Textile Management - North Carolina State University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Capell, Amber - *Certified Professional Coder (CPC)*

B.S. Healthcare Management - South University
A.S. Medical Billing - Carrington College - Pleasant Hill
Senior Instructor - HCA,MBC,MBC-A

Carey, Christine

Graduate Certificate Teaching English to Speakers of Other Languages - Grand Canyon University
M.S. Postsecondary and Adult Education - Capella University
B.S. Elementary Science - Eastern Michigan University
Concentration: Language and Literature
Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Carlson, Sean

B.S. Business Information Systems - California State University, Chico
Concentration: Management Information Systems
Lead Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Carstensen, Jeffrey

B.L.S. Organizational Studies - The University of Iowa
M.B.A. Business Administration - American Intercontinental University
Concentration: Management
B.B.A. Business Administration - American Intercontinental University
Concentration: Management
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MBC-A

Carty, Steven

M.S. Leisure Studies & Services - University of Oregon
B.S. WSU Major - Weber State University
A.S. Nursing - Weber State University
Certificate Practical Nursing - Salt Lake Community College
Senior Instructor - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Castro, Geri - *Certified Professional Coder (CPC)*

M.B.A. Health Care Management - Davenport University
B.B.A. Health Services Administration - Davenport University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Caviness, LaDonna - *Certified Professional Coder (CPC)*

M.S. Health Informatics - University of Illinois at Chicago
B.S. Business Administration - University of Phoenix
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MOBS

Celestin, Carolina

B.A. English - University of South Florida
Concentration: Literature
Manager, Faculty and Staff Development - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Chiavetta, Elizabeth

M.S. Special Education 7-12 - Niagara University
B.A. Teaching English to Speakers of Other Languages - Niagara University
Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Civitillo, Crystal

M.S.W. Social Work - State University of New York (SUNY) at Stony Brook
B.S. Social Work - State University of New York (SUNY) at Stony Brook
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Clarke, Audrey

M.A. Criminal Justice Administration - University of South Florida
B.A. Mass Communications - University of South Florida
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cliette, Gloria - *Registered Health Information Administrator (RHIA)*

B.S. Health Information Management - Macon State College
A.S. Health Information Technology - Macon State College
A.A. Psychology - Macon State College
Senior Instructor - HHS,HIM

Cobb, Nicole - *Certified Professional Coder (CPC)*

M.A. Health Care Administration - Ashford University
B.B.A. Business Administration - University of the Incarnate Word
Concentration: Management
Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cockey, Jaime

M.Ed. Curriculum and Instruction - University of Virginia
B.S. Psychology - George Mason University
Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cole, Helen

M.B.A. Business Administration - University of Phoenix
Concentration: Health Care Management
M.S. Nursing - University of Phoenix
M.Ed. Instructional Effectiveness - Trevecca Nazarene University
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cole, Matthew

M.A. English - National University
B.S. Management - National Louis University
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Constantine-Ness, Julie

M.S. Education - Saint Joseph's College of Maine
Concentration: Health Care
B.S. Nursing - University of Maine

Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cook, MaryAnn

M.B.A. Business Administration and Policy - Baruch College of the City University of New York
B.S. Computer Science - St. John's University

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cooper, Romanda

M.S. Health Sciences - University of Central Florida
Concentration: Health Services Administration
B.S. Health Education - University of Florida

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MOBS

Cottingham, Kristy

B.A.S. Supervision and Management - Daytona State College
A.S. Radiologic Technology - Keiser University

Senior Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cottingham, LaTisha - *Registered Health Information Technician (RHIT)*

M.B.A. Health Care Management - Colorado Technical University
B.S. Business Administration - Colorado Technical University

Instructor II - HCA,HCM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Cravens, Jenny

M.P.H. Public Health - Creighton University
B.S. Biology - University of Louisville
Concentration: Cellular Biology / Physiology
B.A. Biology - Appalachian State university

Instructor – General Education

Crum, Ailene

M.Ed. Teaching and Learning - Maranatha Baptist University
B.A. Psychology - University of the Cumberlands
M.A. History - Wayland Baptist University

Instructor - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Cundiff, Brittany

M.A.T. Secondary Education - University of the Cumberlands
B.A. English - University of Louisville
N/A Public Administration/Criminology - Western Kentucky University
M.Ed. Teaching & Learning - English - Liberty University

Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Cuppari, Cher

Graduate Certificate Forensic Accounting - Northeastern University
Graduate Certificate Finance - Nova Southeastern University
M.Acc. Accounting - Nova Southeastern University
B.A. Business Administration - Saint Leo University
Specialization: Accounting
A.A. Business Administration - Saint Leo University

Associate Department Chair - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Currie, Sharnique

M.S. Administration - Central Michigan University
B.A. English - The University of North Carolina at Wilmington
Concentration: Communication Studies

Senior Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Custis, Rhonda - *Certified Professional Coder (CPC)*

Diploma Medical Billing and Coding - Ultimate Medical Academy Online
M.Ed. Educational Management - Strayer University
B.A. Biology - Hampton University

Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Daniels, Judy - *Certified Pharmacy Technician (CPhT)*

M.S. Psychology - University of Phoenix
B.S. Early Childhood Education - University of Central Oklahoma
N/A No Declared Major - Oklahoma State University - Oklahoma City

Senior Instructor II - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Davis, Martha - *Registered Health Information Technician (RHIT)*

B.S. Interdisciplinary Studies - The University of Toledo
A.A.S. Health Information Technology - Mercy College of Ohio

Lead Instructor - HIM

Davis, Penny - *Registered Health Information Administrator (RHIA)*

M.P.H. Public Health Science - Jackson State University
B.S. Health Informatics & Information Management - The University of Mississippi Medical Center

Associate Program Director - Electives,HCM,HHS,HIM

Davis, Phyllis - *Registered Health Information Administrator (RHIA), Certified Professional Coder (CPC)*

B.S. Health Information Management - Charter Oak State College
M.B.A. Healthcare Management - Western Governors University
B.S. Liberal Studies - Clarion University of Pennsylvania
Concentration: Environmental Sustainability

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Davis, Sherry - *Certified Professional Coder (CPC)*

M.B.A. Business Administration - Ashford University
Specialization: Health Care Administration
B.A. Health Care Administration - Ashford University
Concentration: Human Resources Management

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Deason, Dean

B.S. Nursing - University of Detroit Mercy
B.B.A. Professional Accounting - The University of Michigan-Dearborn

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Decker, Katherine - *Certified Professional Coder (CPC)*

Diploma Medical Administrative Assistant - Ultimate Medical Academy Online
B.A. International Studies - Emory University

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MOBS

DeCosa, Cara

M.S. Athletic Training - University of South Florida
B.S. Interdisciplinary Studies - University of Central Florida
Concentration: Psychology
A.A. No Declared Major - Indian River State College

Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

DeMarco, Scott

M.I.T. Information Technology - American Intercontinental University
B.A. Information Technology - American Intercontinental University

Instructor - HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Dennen, Brook

M.A. Education - San Francisco State University
Concentration: Instructional Technologies
B.S. Hotel, Restaurant & Travel Administration - University of Massachusetts Amherst

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

DeVaul-Smith, Candice

J.D. Juris Doctor - Florida Coastal School of Law
B.S. Nursing - Jacksonville University
A.A. General Education - University of North Florida

Senior Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Dial, Cynthia - *Certified Professional Coder (CPC)*

B.S. Nursing - The University of North Carolina at Chapel Hill
A.A.S. Nursing - Sandhills Community College

Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Dicks, Patrick

D.Sc. Information Systems and Communications - Robert Morris University
M.B.A. Business Administration - Webster University
Concentration: Information Technology Management
B.S. Computer Science - South Carolina State University

Senior Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Distler, Michele
D.N.P. Nursing Practice - Capella University
M.S. Nursing Education - Rasmussen University School of
Graduate Studies
M.B.A. Business Administration - University of South Florida
B.S. Nursing - University of South Florida
Senior Instructor II - HHS,HIM

Distler, Richard
B.S. Accounting - Liberty University
Instructor - HCA

Drayton, Whitney - *Pharmacist*
Pharm.D. Pharmacy - Florida A&M University
Instructor - HS-PHT

Durham, Sommer
B.S. Business Management - University of Phoenix
A.S. No Declared Major - Georgia State University
*Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-
MOBS,MAA,MBC,MBC-A,MOBS*

Eagle, Kacey - *Certified Professional Coder (CPC)*
D.H.A. Health Administration - University of Phoenix
M.H.A. Health Administration - University of Phoenix
Concentration: Education
B.S. Health Administration - University of Phoenix
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Eason, Tracey - *Certified Professional Coder (CPC)*
B.S. Health Care Management - Clayton State University
A.S. Nursing - Gordon State College
*Senior Instructor II - HCA,HHS,HS-MAA,HS-
MOBS,MAA,MBC,MBC-A,MOBS*

Ebun, Folashade
M.S. Health Informatics - The University of Illinois at Chicago
B.S. Health Sciences - Public Health - Northern Arizona
University
*Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-
A,MOBS*

Edwards, LaNetia
B.S. Health Administration - University of Phoenix
Concentration: Health Management
A.A. General Studies - San Jacinto Community College District
Instructor - HS-MAA,HS-MOBS,MAA, MOBS

Egleston, Stephanie
Ph.D. Psychology - Northcentral University
M.S. Psychology - University of Phoenix
M.S. Administration of Justice and Security - University of
Phoenix
B.S. Criminal Justice Administration - University of Phoenix
A.A. General Studies - University of Phoenix
*Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-
MOBS,MBC-A*

Elder, Karen
J.D. Law - University of Toledo
M.A. Interpersonal Communication - Bowling Green State
University
B.A. Speech - The College of Wooster
Concentration: History
*Senior Instructor II - General
Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-
PHT,MAA,MBC,MBC-A,MOBS*

Ellis, Jimmy
M.H.A. Health Administration - Webster University
B.A. Public Affairs - Columbia College
Instructor - Electives,HCA,HCM,HHS,HS-MAA,HS-MOBS,MBC-A

Enger, Margaret Anne - *Certified Professional Coder (CPC)*
B.S. Respiratory Therapist - Rockhurst College
*Senior Instructor II - HCA,HHS,HS-MAA,HS-
MOBS,MAA,MBC,MBC-A,MOBS*

Evans, Janet
M.S. Epidemiology - State University of New York (SUNY) at Albany
M.B.A. Business Administration - State University of New York (SUNY) at Binghamton
B.A. Psychology - Mansfield University of Pennsylvania
Concentration: Human Relations
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Fallico, Amber
M.B.A. Business Administration - University of Phoenix
B.S. Health Administration - University of Phoenix
Concentration: Health Management
D.H.A. Health Administration - Capella University
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Finley, Rashunda - *Certified Pharmacy Technician (CPhT)*
Diploma Pharmacy Technician - Ultimate Medical Academy Online
B.S. Mathematics - Bennett College
Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Flagg, Catina - *Registered Health Information Administrator (RHIA)*
M.S. Health Information Management - College of Saint Scholastica
M.B.A. Business Administration - Ashford University
Concentration: Organizational Leadership
B.P.S. Organizational Leadership - Roosevelt University
Certificate Business Management - Houston Community College
A.A.S. Business Management - Houston Community College
Lead Instructor - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Flick, Michele
B.A. Psychology - Indiana University of Pennsylvania
Concentration: Sociology
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Forguson, Traci
B.S. Business Administration - Western Governors University
Concentration: Healthcare Management
A.S. Applied Management - Everest University
Instructor - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Frankich, Michelle
Ed.D. Education - Nova Southeastern University
Concentration: Instructional Technology and Distance Education
M.A. Elementary Education - University of South Florida
B.S. Elementary Education - University of South Florida
A.A. No Declared Major - St. Petersburg College
Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Frazier-Jenkins, Shenita - *Certified Coding Specialist-Physician Based (CCS-P)*
M.B.A. Business Administration - University of Florida
B.S. Health Care Management - Florida A&M University
Program Director - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Gage, Wyatt
M.A. Health Care Administration - The University of Arizona Global Campus
B.S. Computed Tomography - Weber State University
Concentration: Advanced Radiologic Sciences
Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Garner, Angelica
M.A. Curriculum and Instruction Advanced Instruction - Angelo State University
Certificate Academic Advising Certificate - Angelo State University
M.Ed. Student Development and Leadership - Angelo State University
B.A. Liberal Arts - Columbus State University
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

George, David
M.A. Mathematics - University of Georgia
B.S. Mathematics - Georgia State University
Concentration: Computer Science
Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Gibson, Amanda
Ph.D. Forensic Psychology - Walden University
M.Phil. Forensic Psychology - Walden University
M.S. Human Services - Argosy University
B.S. Sociology: Social and Criminal Justice - Central Michigan University
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Giddens, Anita - *Certified Professional Coder (CPC)*

B.B.A. Healthcare Management - American Intercontinental University

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Gil, Joel

M.A. Psychology - The University of Arizona Global Campus
M.A. Education - The University of Arizona Global Campus
Specialization: Special Education (MAED)
B.A. Sociology - University of South Florida

Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Giordano, John

M.A. Speech Language Pathology - Edinboro University of Pennsylvania
B.S. Communication Sensory Disorder - Edinboro University of Pennsylvania

Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Gist, Terri

M.H.A. Health Administration - University of Phoenix
Concentration: Education
B.L.A. Liberal Arts - Xavier University

Senior Instructor II - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Glasser, Alicia

M.A. Human Services Counseling - Liberty University
B.S. Psychology - Southeastern University
Concentration: Web Applications and Development

Senior Instructor - HHS

Glover, Todd

D.C. Chiropractic - Cleveland Chiropractic College - Kansas City
B.S. Human Biology - Cleveland Chiropractic College - Kansas City
N/A No Declared Major - University of Missouri - Kansas City

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Gosin, Rose

D.B.A. Business Administration - Argosy University
M.P.M. Project Management - Keller Graduate School of Management of DeVry University
Graduate Certificate Project Management - Keller Graduate School of Management of DeVry University
B.S. Accounting - Everest University
M.B.A. Business Administration - University of Phoenix
B.A. Sociology - Xavier University

Senior Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Gotfried Guise, Carrie

M.S. Speech-Language Pathology - University of South Florida
B.A. Communication Process & Disorders - University of Florida
A.A. No Declared Major - University of Florida

Lead Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Graham, Cassandra

M.Ed. Curriculum and Instruction Technology - Grand Canyon University
B.S. Criminal Justice - Florida International University
N/A No Declared Major - Miami Dade College

Instructor - Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Griffie, Geri

M.P.A. Public Administration - Roosevelt University
B.S. Health Arts - College of St. Francis

Senior Instructor - HS-MAA,MAA

Guerrina, James

M.B.A. Business Administration - DeVry University
Specialization: Information Systems Management
B.A. French - Rutgers University
Concentration: Economics

Lead Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Guillaume, Stacy

M.S. Psychology - Walden University
B.S. Psychology - Walden University
Diploma Medical Assisting - Remington College

Instructor - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Hamilton, Latoya

D.N.P. Nursing Practice - Grand Canyon University
M.S. Nursing - University of Phoenix
M.H.A. Health Administration - University of Phoenix
B.S. Nursing - University of Louisiana at Monroe

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hanciles-Amu, Angella

M.P.H. Public Health - University of South Florida
Concentration: Epidemiology & Global Health
M.B.Ch.B. Medicine - University of Sierra Leone

Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hancock, Clenric Guy

M.Ed. Curriculum and Instruction - University of South Florida
Concentration: Computers in Education
D.V.M. Veterinary Medicine - The Ohio State University

Lead Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hansen, Jessica - *Certified Professional Coder (CPC)*

Diploma Medical Administrative Assistant - Ultimate Medical Academy Online
B.S. Management - Clemson University
Concentration: Financial Management

Senior Instructor II - MBC,MBC-A

Haque, Huma - *Certified Professional Coder (CPC)*

M.D. Medicine - University of Karachi

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Harkness, Nalungo

Ed.D. Educational Leadership - Argosy University
M.A. Education - Argosy University
Concentration: Educational Leadership
B.A. Psychology - Argosy University
Certificate Practical Nursing - City Colleges of Chicago - Kennedy King College

Senior Instructor II - HHS,HIM

Harley, Rodney

Ph.D. Human Services - Capella University
M.A. Mental Health Counseling - Argosy University
B.S. Social Sciences - University of Central Florida

Senior Instructor II - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Harris, Brittney

M.H.A. Health Administration - Pfeiffer University
B.S. Health Promotion - Coastal Carolina University

Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Harris-Brown, Pamela - *Certified Professional Coder (CPC)*

M.B.A. Business Administration - Webster University
B.B.A. Business Administration - Fontbonne University
A.O.S. Health Business Office Administration - Missouri College

Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hayes, Patricia

Diploma Medical Administrative Assistant - Ultimate Medical Academy Online
M.S. Instructional Technology - The University of North Carolina at Wilmington
B.S. Middle Grades Education (6-9) History - The University of North Carolina at Greensboro

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Haynes, Denise - *Registered Health Information Administrator (RHIA)*

M.B.A. Health Care Management - Davenport University
B.S. Medical Records Administration - Western Carolina University

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Heibel, Kathy - *Registered Health Information Administrator (RHIA)*

B.S. Health Information Management - Ferris State University
A.A. No Declared Major - Grand Rapids Community College
A.A.S. Medical Record Technology - Ferris State University
Certificate Coding Reimbursement Specialist - Ferris State University
A.A.S. No Declared Major - Grand Rapids Community College

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Henry, Brandon

M.S. Biomedical Engineering - University of South Florida
B.S. Biology - Albany State University

Senior Instructor II - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Hessling, Lynnette - *Registered Health Information Administrator (RHIA)*

M.S. Health Informatics - University of Illinois at Chicago
B.S. Health Information Management - The University of Toledo
A.A.S. Health Information Management Systems - Owens State Community College
A.A. Sociology - Owens State Community College

Program Director - HCA,HHS,HS-MAA,HS-MOBS,MBC-A

Hill, Anita

B.P.H.S. Professional Health Studies - Florida College of Integrative Medicine
M.S. Oriental Medicine - Florida College of Integrative Medicine
N/A No Declared Major - Lincoln Memorial University

Instructor - General Education,HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hill, Ann - *Registered Pharmacy Technician (RPT)*

Diploma Pharmacy Technician - Everest University
M.I.S. Information Systems - University of Phoenix
B.S. Information Technology - University of Phoenix

Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Hogens, Lakithia - *Certified Professional Coder (CPC)*

B.S. Allied Health Sciences - Albany State University

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hogens, Ricky

M.S. Human Services - Capella University
Specialization: School Counseling
B.A. Psychology - Albany State University

Senior Instructor II - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Horton, Susan

M.S. Information Systems - Strayer University
Concentration: Software Engineering Management
B.S. Accounting - North Carolina Wesleyan College
Concentration: Computer Information Systems

Senior Instructor II - Electives,HCA,HCM,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Houston, Breezy - *Certified Professional Coder (CPC)*

M.B.A. Business Administration - University of Phoenix
B.S. Health Information Management - Middle Georgia State College-Macon

Senior Instructor II - MBC,MBC-A

Howell, Warner

M.H.R.M. Human Resource Management - Keller Graduate School of Management of DeVry University
Specialization: Project Management
B.S. Computer Information Science - Everest University

Senior Instructor II - Electives,HCM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hughes, Cynthia

M.I.S. Information Systems - University of Phoenix
Concentration: Management
B.A. Management and Communication - Concordia University
A.A.S. CIS- Microcomputer Specialist - Gateway Technical College

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hunt, Holly

M.S. No Declared Major - Auburn University
B.S. No Declared Major - Auburn University

Senior Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Hutcheson, Andrew

M.A.Ed. Physical Science Education - Mount Vernon Nazarene University
B.S. Biology - Mount Vernon Nazarene University
Concentration: Environmental

Instructor - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Hutcheson, Wendy
M.Ed. School Counselor - Liberty University
B.A. Psychology - Mount Vernon Nazarene University
Instructor – General Education

Imboden, Paul
D.B.A. Business Administration - Northcentral University
Specialization: Advanced Accounting
M. Acc. Accounting - The University of Oklahoma
B.F.A. Art - The University of Alabama
B.A. Communication/Advertising - University of Alabama
Concentration: Marketing/English
Instructor - Electives,HCA,HCM

Jackson, Latina - *Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA)*
M.A. Teaching and Learning with Technology - The University of Arizona Global Campus
B.S. Health Information Administration - Augusta University
Instructor - HCA,MBC,MBC-A

Jackson-Thomas, Danielle
Diploma Medical Office and Billing Specialist - Ultimate Medical Academy Online
B.S. Computer Information Systems - Friends University
Senior Instructor II - HS-MAA,MAA

Jacoby, Heather
M.S. Psychology - Kaplan University
B.S. Psychology - Salem State University
Senior Instructor II - HHS

James, Jamie
M.S. Speech Pathology and Audiology - Illinois State University
B.S. Speech Pathology and Audiology - Illinois State University
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Jaures, Laine
M.A. Clinical Mental Health Counseling - Argosy University
B.S. Early Childhood - Southern Illinois University Carbondale
Concentration: Child and Family Services
B.A. Psychology - Southern Illinois University Carbondale
Program Director - HHS

Jelinek, Julie
M.A. English - The University of Akron
B.A. English - The University of Akron
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Jimenez, Carmen
Diploma Medical/Clinical Laboratory Assistant - Ultimate Medical Academy Online
B.S. Biology Biomedical Sciences - Inter American University of Puerto Rico
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Jimenez, Olga
Psy.D. Clinical Psychology - Carlos Albizu University
M.S. Psychology - Carlos Albizu University
B.A. Psychology - Florida International University
Instructor - General Education,Electives,HHS,HIM

Johnson, Bethany
Ed.D. Workforce Education - The University of Georgia
M.L.S. Liberal Studies - Fort Hays State University
B.A. Applied Sociology - Mercer University
A.A. Psychology - Gordon State College
Senior Instructor II - Electives,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Jonas, Mark
M.P.A. Public Administration - Keller Graduate School of Management of DeVry University
Specialization: Healthcare Management
Diploma Medical Billing and Coding - Ultimate Medical Academy Online
M.Acc. Accounting and Financial Management - Keller Graduate School of Management of DeVry University
Specialization: Certified Public Accountant
M.B.A. Accounting - The University of Tampa
B.S. Accounting - The University of Tampa
Senior Instructor II - Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Jones, Lisa - *Certified Pharmacy Technician (CPhT)*

E.D.S. Educational Leadership - Northcentral University
M.H.A. Health Administration - University of Phoenix
B.S. Health Care Services - University of Phoenix
A.A.T. Pharmacy Technician - Augusta Technical College
Instructor II - HS-PHT

Jones, Patricia - *Registered Health Information Administrator (RHIA), Pharmacy Technician (PT)*

M.H.A. Health Administration - University of Phoenix
Concentration: Education
M.B.A. Business Administration - Grand Canyon University
Concentration: Leadership
B.A. Management & Leadership - Judson University
A.A.S. Respiratory Therapist - Rock Valley College
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Jones, Wyshondia - *Certified Professional Coder (CPC)*

B.S. Technical Management - DeVry University
A.A. No Declared Major - Piedmont Technical College
Certificate General Studies - Piedmont Technical College
Certificate Medical Assisting - Piedmont Technical College
Senior Instructor II - HCA,MBC,MBC-A

Jordan, Kamaria

M.H.A. Health Administration - Walden University
B.S. Chemistry - University of Florida
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Joseph, Katie

D.B.A Business Administration - Trident University
M.B.A. Business Administration - Keiser University
B.S. Interdisciplinary Studies - Keiser University
A.S. Medical Assisting - Keiser University
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Kalathoor, Bobby

M.H.A. Healthcare Administration - University of Houston - Clear Lake
M.B.A. Business Administration - University of Houston - Clear Lake
B.B.A. Computer Information Systems - University of Houston - Downtown
Instructor – General Education

Kardar, Sean

M.S. Biology - Georgia State University
B.S. Biological Science - Georgia State University
Concentration: Chemistry
Senior Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Keren, Hallie

M.M. Management - University of Phoenix
B.S. Communications - University of Phoenix
Concentration: Marketing and Sales Communication
A.A. Communications - University of Phoenix
Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Kimpson, Anthony

M.Ed. Technology in Education - Strayer University
B.A. Business Administration - Saint Leo University
Specialization: Technology Management
A.A. Liberal Arts - Saint Leo University
Senior Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Klein, Traci

M.Acc. Accounting - University of Florida
B.S. Accounting - University of Florida
Senior Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Knoll, Jason - *Paramedic, Emergency Medical Services Level A Instructor, Paramedic, Basic Life Support Instructor (BLS)*

A.S. Technical Management - Embry-Riddle Aeronautical University
Instructor and Program Coordinator, EMT - EMT

Koster, Brian

Ed. D. Educational Leadership - Trident University
M.S. Big Data Analytic - St. Thomas University
M.S. Educational Leadership - Western Governors University
M.A. Teaching and Learning - Purdue University Global
M.A. Mathematics Education - Western Governors University
Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Kress, Kathleen
M.A. English - Old Dominion University
Concentration: Literature
B.A. English - Wesley College
Senior Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Kullstroem, Chris
M.A. Liberal & Integrative Studies - University of Illinois at Springfield
B.A. English - University of Connecticut
Concentration: Philosophy
Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Lane, Tyrin
M.B.A. Public Accounting - Brenau University
B.B.A. Accounting - Valdosta State University
Instructor - HCA,HCM

Lee, Laura
M.S. Community Health - Old Dominion University
Concentration: Health Care Management
B.S. Health Sciences - James Madison University
Concentration: Health Studies
Senior Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Lee, Tiphani
B.S. Nursing - Bethune-Cookman University
B.S. Family, Youth and Community Sciences - University of Florida
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Lett, Alaina
M.A. English - Jacksonville State University
B.A. Political Science - Jacksonville State University
Concentration: English
M.A. Communication Management - The University of Alabama at Birmingham
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Louis, Sonia
B.A. Health Services Administration - Keiser University
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Louissaint, Guerda - *Certified Professional Coder (CPC)*
B.S. Health Sciences - Keiser University
A.A. Health Services Administration - Keiser University
Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Loving, Chassitty
M.B.A. Business Administration - Jones International University
Concentration: Health Care Management
D.P.M. Podiatric Medicine - Kent State University
B.S. Biology - Valdosta State University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Lukic, Eryn - *Registered Health Information Technician (RHIT)*
A.A.S. Health Information Management - Hutchinson Community College
M.B.A. Business Administration - Cardinal Stritch University
B.S. Health Care Administration - University of Wisconsin-Milwaukee
Concentration: Business
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Mace, Mallory
M.Ed. School Counseling - Indiana State University
B.S. Psychology - Indiana State University
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Magby, Sherrilyn
M.I.S. Information Science - North Carolina Central University
B.A. Business Administration - Winston-Salem State University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Mamoran, Anita

M.S. International Relations - Troy University
M.S. Social Services Counseling - Troy University
B.S. Psychology - Troy University
Concentration: Social Science
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Marques, Christine - *Registered Pharmacy Technician (RPT)*

A.A.S. Nuclear Medicine Technology - Hillsborough Community College
B.S. Biology - University of South Florida
A.A. Liberal Arts - Hillsborough Community College
PHT Externship and Certification Specialist - HS-PHT

Marshall, Elizabeth - *Certified Professional Coder (CPC)*

M.B.A. Business Administration - The University of Maryland Global Campus
M.S. Health Care Administration - The University of Maryland Global Campus
B.A. Communication Studies - The University of Maryland Global Campus
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Marshall, Steve

Ed.S. Elementary Education - Nova Southeastern University
M.A. Organizational Management - University of Phoenix
B.A. Sociology - University of Florida
A.A. No Declared Major - University of Florida
Senior Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Martin, Compreca

D.H.A. Health Administration - University of Phoenix
M.B.A. Health Care Management - University of Phoenix
B.S. Health Administration - University of Phoenix
Instructor - HCM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Martoccio, Debora

B.S. Nursing - University of South Florida
M.B.A. Business Administration - Argosy University, Tampa
B.S. Health Care Leadership - National Louis University
Instructor - HS-MAA,HS-MOBS,MAA,MOBS

Massey, Marquetta - *Registered Health Information Administrator (RHIA)*

M.B.A. Business Administration - University of Phoenix
Concentration: Health Care Management
B.S. Health Information Management - Florida A&M University
Senior Instructor - HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

May, Melanie

Ed.D. Educational Leadership - University of Central Florida
Ed.S. Educational Leadership - University of Florida
M.Ed. Educational Leadership - University of Central Florida
B.A. Elementary Education - Purdue University
Concentration: Special Ed
N/A Elementary Education - Indiana University
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Mazeroski, Heather

M.S. Education - Capella University
Specialization: Postsecondary and Adult Education
B.S. Secondary Education - West Virginia University
Lead Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

McCall, Amber

Ph.D. Nursing - Augusta University
B.S. Nursing - Augusta University
N/A Pre-BSN - Clayton State University
Instructor - HCM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

McClure, Lisa

M.Ed. Education - Carthage College
B.A. Elementary Education - Concordia College
Concentration: Biology
Vice President, Programs & Academic Affairs - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

McCoy, Rhonda

M.S. Nursing - Capella University
Specialization: Nursing Education
B.S. Nursing - Capella University
Diploma Nursing - Mercy Hospital School of Nursing
Instructor - HS-MAA,HS-MOBS,MAA,MOBS

McHenry, Natalie

M.A. Forensic Psychology - Argosy University, Phoenix
B.A. Psychology - Argosy University, Phoenix
Instructor - General Education,Electives,HHS,HS-PHT,MBC-A

McLeod, Laura

M.S. Health Care Administration - University of Maryland
University College
B.A. Health Science - Bellevue University
A.S. Liberal Arts - Metropolitan Community College
A.A.S. Professional Studies - Metropolitan Community College
Lead Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Melville, Giselle - *Certified Pharmacy Technician (CPhT)*

M.H.A. Health Administration - Walden University
B.S. Biological Sciences - Florida Atlantic University
Concentration: Psychology
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Merrill, Jennifer - *Certified Pharmacy Technician (CPhT)*

M.P.S. Homeland Security - The Pennsylvania State University
Concentration: Public Health Prep
B.S. Medical Laboratory Sciences - The University of Texas
Southwestern Medical Center
B.S. Biology - Stephen F. Austin State University
Concentration: Pre-Pharmacy
Senior Instructor II - HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Miedema, Donald

M.Ed. Curriculum & Instruction - Liberty University
Concentration: English
B.A. English - University of Central Florida
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Miller, Gail

M.A. Adult Education - University of South Florida
B.A. English - University of South Florida
Senior Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Miller, Paula - *Certified Professional Coder (CPC)*

Diploma Medical Billing and Coding - Ultimate Medical Academy
- Online
B.S. Business Administration - Southern Connecticut State
University
Concentration: Management
A.A. No Declared Major - Valdosta State College
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Mills, Jinay

M.B.A. Business Administration - LeTourneau University
Concentration: Finance
B.B.A. Business Administration - Texas Southern University
Instructor - HCA

Minton, Elizabeth

M.S. Social Work - University of Louisville
B.S.W. Social Work - Trevecca Nazarene University
Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Moerland, Deborah

Ed.D. Educational Leadership - Argosy University
Concentration: Higher Education Administration
M.A. Education Technology & Instructional Design - Michigan
State University
B.S. Computer Science - Central Michigan University
A.A. Arts & Sciences Div - Lansing Community College
Senior Instructor II - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Moore, Julie

M.Ed. Educational Leadership - Saint Leo University
M.A. Guidance and Counseling Education - University of South
Florida
B.A. Humantities - University of South Florida
N/A N/A - University of Wisconsin - Madison
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Moran, Marie - *Certified Professional Coder (CPC)*

Diploma Medical Billing - Ashworth College
B.L.S. Liberal Studies - Barry University
Specialization: Psychology
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Morehead, Kandi

M.P.A. Public Administration/Public Human Resources - Troy University
M.S. Healthcare Management - Troy University
B.S. Business Administration - Methodist University
Concentration: Health Care Administration
Senior Instructor II - HCA,HCM

Morris, Amy

M.S. Health Promotion Leadership - Eastern Illinois University
B.S. Health Administration - Eastern Illinois University
Concentration: Business Administration
A.A.S. Health Careers - Illinois Eastern Community College
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Mourino, Marlegny *- Certified Professional Coder (CPC)*

M.Ed. Adult Education and Development - Strayer University
M.H.S.A. Health Services Administration - Strayer University
B.S. Health Care Administration - Everest University
Senior Instructor II - HCA,MBC,MBC-A

Muir, Mary Kay *- Certified Professional Coder (CPC)*

Diploma Medical Administrative Assistant - Ultimate Medical Academy - Online
B.S. Speech - The University of Texas at Austin
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Muldrew, LaToya

M.H.A. Health Administration - University of Phoenix
M.S. Speech-Language Pathology - University of Central Arkansas
B.S. Speech Pathology - University of Central Arkansas
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Murchie, Samantha

M.B.A. Business Administration - Saint Leo University
B.S. Exercise & Sport Sciences - University of Florida
Senior Instructor II - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Netchy, Kristin

M.S. Marine Science - University of South Florida
Concentration: Biological Oceanography
B.S. Zoology - University of Florida
Senior Instructor II - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Nicoli-Suco, Elizabeth

M.A. Mathematics - University of Miami
B.A. Mathematics - University of Miami
Concentration: Foreign Languages
A.A. No Declared Major - Miami Dade College
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Nielsen, Aaron

M.B.A. Business Administration - Hawaii Pacific University
B.S. Finance - Canisius College
Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Norris, Tamala

D.H.A. Health Administration - Walden University
M.H.A. Health Administration - Walden University
B.S. Nursing - South University
A.A.S. Nursing - McLennan Community College
Instructor - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Norton, Cristy *- Registered Health Information Administrator (RHIA)*

B.S. Health Information Management - Norfolk State University
Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

O'Connell, Kristen

Ed.D. Education - Walden University
M.B.A. Business Administration - Minnesota School of Business
B.A. English, Psychology - Gustavus Adolphus College
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Oliver, Elivett - *Certified Professional Coder (CPC)*

M.S. Health Information Management - The College of Saint Scholastica
Concentration: Revenue Management
B.A. Psychology - Manhattan College
Senior Instructor II - HCA,MBC,MBC-A

Orr, Beth - *Certified Professional Coder (CPC)*

A.S. Health Sciences - Medical Administrative Assistant - Ultimate Medical Academy - Online
B.A. Communication - Emporia State University
Lead Instructor - HS-MAA,HS-MOBS,MAA,MOBS

Osuna, Marie

M.S. Family Therapy - Nova Southeastern University
B.S. Health Administration - University of Phoenix
Senior Instructor II - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Palermo, Laura

M.S.W. Social Work - Kean University
B.A. Sociology - University of Massachusetts Amherst
Concentration: Criminal Justice
Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Palmer, Yakima - *Registered Health Information Administrator (RHIA)*

M.S. Nonprofit Management - Spertus Institute for Jewish Learning and Leadership
B.S. Health Information Administration - Chicago State University
Senior Instructor II - MBC,MBC-A

Paquette, Brooke

Ed.D. Organizational Leadership - Argosy University, Tampa
Certificate Health Care Management - Saint Leo University
M.B.A. Human Resource Management - Saint Leo University
B.A. Human Resource Management - Saint Leo University
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Patel, Bhamini - *Certified Professional Coder (CPC)*

B.S. Health Information Management - Herzing University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Pearce, Tammie

B.S. Nursing - Western Governors University
A.A.S. Nursing - Northeastern Oklahoma A&M College
A.S. Pre-Nursing - Northeastern Oklahoma A&M College
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Peebles, Eurika

B.A.S. Health Services Administration - St. Petersburg College
A.A. No Declared Major - St. Petersburg College
A.S. Dental Hygiene - Hillsborough Community College
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Pennington, Shirley Amanda - *Certified Professional Coder (CPC), Certified Coding Specialist (CCS)*

Ph.D. Naturology - American Institute of Holistic Theology
Certificate Health Records Coding Technician - J. Sargeant Reynolds Community College
B.S. Psychology - Virginia Commonwealth University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Pereira Jr., Enrique

M.S. Health Care Interpretation - Rochester Institute of Technology
M.D. Medicine - St. Matthew's University School of Medicine
B.S. Biology - University of Miami
Concentration: Chemistry/Sociology
Instructor - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Perkins, April

M.S. Nursing - Chamberlain University
Specialization: Educator
B.S. Nursing - Chamberlain University
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Perrin, Cierrah

Ed.D. Organizational Leadership - Argosy University, Atlanta
M.S. Intellectual Property - University of Illinois
B.A. English - Alabama State University

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Persaud, Neer

Diploma Medical Administrative Assistant - Ultimate Medical Academy - Online
M.B.A. Accounting - Florida Southern College
B.S. Accounting - Florida Southern College
B.A. Business Administration - Warner Southern College

Senior Instructor II - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Peskin, Regina - *Certified Pharmacy Technician (CPhT)*

B.S. Applied Management - Everest University
A.S. Applied Management - Everest University
Diploma Pharmacy Technician - Everest University

Program Director - HS-PHT

Pierre, Barbara

M.S. Medical Sciences - University of South Florida
Concentration: Health Science
B.A. Psychology - University of South Florida

Senior Instructor II - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Pierre, Guerline

B.A. Sociology - University of South Florida
Concentration: Public Health
A.A. No Declared Major - University of South Florida

Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Pleasant, Nikesha

M.A. Psychology - The University of Arizona Global Campus
B.S. Psychology - Troy University

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Poitinger, Coleen - *Certified Professional Coder (CPC)*

M.B.A. Business Administration - Keiser University
Concentration: Health Services Management
B.A. Health Services Administration - Keiser University
A.A. Health Services Administration - Keiser University

Instructor II - HCA,HIM,MBC,MBC-A

Powell, Natalie

Ed.D. Education - Nova Southeastern University
Concentration: Higher Education Leadership
M.A. Organizational Management - University of Phoenix
M.B.A. Business Administration - Tampa College
B.S. Business Administration - Bethune-Cookman College

Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Prather, Kanidrus

D.B.A. Business Administration - Northcentral University
Specialization: Healthcare Administration
M.P.A. Public Administration/Public Management - Troy University
M.S. Healthcare Management - Troy University
B.S. Exercise Science - Columbus State University

Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Presley, Cassandra

Diploma Medical Office and Billing Specialist - Ultimate Medical Academy - Online
M.P.A. Public Administration - Wichita State University
B.G.S. Criminal Justice - Wichita State University

Program Director - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Price, Erica

M.S.W. Social Work - University of Kansas
B.A. Human Biology - University of Kansas

Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rahming, Etta

Ed.S. School Psychology - University of the Virgin Islands
M.S.W. Social Work - Howard University
B.A. No Declared Major - The City College of New York (CUNY)

Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Ram, Falisia
B.S. Health Care Management - Saint Leo University
A.A. No Declared Major - Pasco-Hernando State College
Certificate Dental Assisting - Pasco-Hernando State College
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Ramirez, Leticia
M.S. Management - Colorado Technical University
Concentration: Criminal Justice
B.A. Sociology - Northern Illinois University
Concentration: Criminology
Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Randolph, Terri
M.B.A. Health Care Management - University of Phoenix
B.S. Health Administration - University of Phoenix
Senior Instructor II - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rasmussen, Bonnie
M.S. Nursing - Andrews University
B.S. Nursing - Wichita State University
Instructor - General Education,HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Ray, Ashley
M.H.A. Health Administration - University of Phoenix
Concentration: Education
B.S. Health Services Administration - Middle Georgia State University
A.A.T. Health Studies - Central Georgia Technical College
Diploma Medical Assisting - Central Georgia Technical College
N/A No Declared Major - Georgia College
Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Raymond, Robin
M.A. Secondary School Teaching - Eastern Michigan University
Senior Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Reckenwald, Sarah
M.Ed. Secondary Education - University of North Florida
Concentration: Adult Learning
B.A. English - University of Florida
Concentration: Secondary Education
A.A. No Declared Major - Daytona State College
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Recker, Kimberly
M.S.W. Social Work - The Ohio State University
B.A. Social Work - Bluffton University
Instructor - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,MBC-A

Redieske, Cryston
M.S. Nursing - Old Dominion University
Concentration: Family Nurse Practitioner
B.S. Nursing - Virginia Commonwealth University
A.A.S. Nursing - Piedmont Virginia Community College
Instructor - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Reed, Chrishanna
M.S. Clinical/Counseling Psychology - Brenau University
B.A. Psychology - Clark Atlanta University
Instructor - General Education,Electives,HCA,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Reese, Karen - *Registered Health Information Administrator (RHIA)*
M.B.A. Management - Amberton University
B.S. Medical Record Administration - Texas Woman's University
Externship and Certification Specialist - HIM

Reilly-Wong, Cheryl
M.S. Nursing: Education - Post University
A.S. Nursing - Community College of Rhode Island
Certificate Dental Assisting - Community College of Rhode Island
Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rensberger, Allison - *Advanced Certified Pharmacy Technician (CPhT-Adv)*
B.S. Biology - The University of Tampa
Instructor II - HS-PHT

Reybitz, Alice - *Certified Professional Coder (CPC)*
A.S. Nursing - St. Petersburg College
B.A. Communication - Gannon University
Concentration: English
Senior Instructor II - HHS,HIM

Rich, Joshua
J.D. Law - California Western School of Law
B.S. Criminology/Criminal Justice - The University of Tampa
Concentration: Business Administration/Finance
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Richards, Ricardo
Ph.D. International Studies - University of Cambridge
M.A. International Relations - University of Cambridge
B.A. Political Science - University of Pennsylvania
Senior Instructor II - General Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rivard, Sarah
M.S.W. Social Work - University of South Florida
B.S. Sociology - Florida State University
Senior Instructor II - HHS,HS-MOBS,MOBS

Robinson, Eric
LL.M. Taxation - Villanova University School of Law
J.D. Law - Saint Thomas University
B.A. Linguistics - University of Florida
Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Robison, Ashley
M.Ed. Instructional Design - Western Governor's University
B.S. Health Care Administration - Brigham Young University - Idaho
Certificate Medical Assistant - Ensign College
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rogers, Christine
Ed.S. Education Specialist - Capella
Specialization: Leadership in Educational Administration
M.S. Science Education - NOVA Southeastern University
B.S. Health Services Administration - University of Central Florida
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rogers, Heidi
M.O.T. Occupational Therapy - AdventHealth University
B.S. Health Education and Behavior - University of Florida
Instructor - General Education,Electives,HCA,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Roland-Boettcher, Traci
B.A. Applied Behavioral Science - The University of Arizona Global Campus
Diploma Dental Assistant - Concorde Career Institute
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rollins-Hatcher, Mia - *Certified Professional Coder (CPC)*
B.G.S. Health - Western Kentucky University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Rosario, Valerie
Vocational Certificate Real Estate Sales Agent - Florida State College at Jacksonville
A.A. No Declared Major - Florida State College at Jacksonville
M.B.A. Business Administration - Webster University
B.S. Health Care Services - University of Phoenix
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Rosenberg, Hillary

Ph.D. Theatre - Graduate Center at the City University of New York
M.A. Theatre and Drama - University of Wisconsin - Madison
B.A. Theatre - University of New Hampshire
Concentration: English

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Ruffin, Deborah

M.A. Management - David N. Myers College
B.S. Business Administration - David N. Myers College
Specialization: Management

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Russell, Lauree Lee

B.S. Computer Science - The University of Southern Mississippi

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Russell, Shaun

Diploma Healthcare Technology & Systems - Ultimate Medical Academy - Online
B.S. Chemical Engineering - Arizona State University
B.S. Biochemistry - Arizona State University
A.A. No Declared Major - Mesa Community College

Lead Instructor - HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Russell, Shinah

Ed.D. Counselor Education and Supervision - Argosy University
M. Ed. Counselor Education - Florida A&M University
B.S. Business Education - Florida A&M University

Instructor - Electives,HCA,HHS,HIM,HS-MOBS,MAA,MBC,MBC-A,MOBS

Russell, Virginia

M.Ed. Secondary Education - Northern Arizona University
B.A. Secondary Education - Arizona State University
Concentration: History
A.A. No Declared Major - Mesa Community College

Lead Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Sallee, Donna

M.P.H. Public Health - National University
Specialization: Health Promotion
B.S. Healthcare Administration - Briarcliffe College - Online

Instructor - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

San Pedro, Rolando - *Certified Professional Coder (CPC)*

M.A. Adult Education and Training - University of Phoenix
B.S. Health Administration - University of Phoenix
A.S. Medical Office Administrator - Florida Career College
Diploma Medical Coding & Billing Specialist - Florida Career College

Senior Instructor II - HCA,MBC,MBC-A

Sanchez, Geanyra - *Certified Professional Coder (CPC)*

B.S. Health Information Management - Florida International University

Instructor – HS-MAA,HS-MOBS,MAA,MOBS

Sanders, Sabrina - *Certified Professional Coder (CPC)*

B.S. Health Care Management - Bellevue University
A.A. Elementary Education - Broward College

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Sanks, Sabrina

A.A.S. Medical Assisting - Chattahoochee Valley Community College
B.S. Allied Health Management - Miller-Motte College
Certificate Medical Assisting - Chattahoochee Valley Community College

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Sasse, Teresa

M.B.A. Business Administration - Saint Leo University
Specialization: Health Care Management
B.S. Behavioral Sciences - Tennessee Wesleyan College
Concentration: Sociology & Human Services

Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Saul, Cathy

M.B.A. Health Care Administration - Southern California University For Professional Studies
B.S. Psychology - Saint Joseph's College
RN Nursing - UPMC Altoona

Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Scallon, Jeffrey

M.S. Engineering Physics - Embry-Riddle Aeronautical University
B.S. Physics - University of South Florida
N/A Basic Medical Sciences - All Saints University - School of Medicine

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Schaefer, Corinne

Ed.D. Organizational Leadership - Grand Canyon University
M.Ed. Curriculum and Instruction - Grand Canyon University
B.A. English Education - University of North Florida
Concentration: English (6-12)
A.A. Education - Northhampton County Area Community College

Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Schultz, Mary

M.Ed. Human Resource Education - University of Illinois at Urbana-Champaign
B.S. Education - Edinboro University of Pennsylvania
Concentration: English

Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Schultz, Samantha - *Certified Professional Coder (CPC)*

M.H.S.A. Health Services Administration - Strayer University
B.S. Health Care Administration - Everest University

Lead Instructor - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Scott, Nicholas

M.S.W. Social Work - University of South Carolina
B.S. Psychology - Morehouse College

Instructor - Electives,HCA,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Seedoo, Nandanie

M.B.A. Business Administration - Strayer University
Concentration: Health Services Administration
B.S. Accounting - Strayer University

Instructor - HCA

Severin, Casey - *Certified Pharmacy Technician (CPhT)*

M.B.A. IT Management - Western Governors University
B.S. Biology - University of South Florida

Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Shanahan, Christina

M.Ed. Middle Grades Education - Columbus State University
B.A. Psychology - Saint Leo University
Concentration: Education

Instructor - General Education,Electives,HHS,HIM

Shannon, Diana

A.S. Health Information Technician - Rasmussen University
Certificate Medical Billing & Coding - Rasmussen University
M.A. Teaching and Learning with Technology - The University of Arizona Global Campus
B.A. Health Care Studies - The University of Arizona Global Campus

Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Shaw, Trevor

M.S. Human Movement Science - Concordia University Chicago
Concentration: Sports Nutrition
D.C. Chiropractic - Palmer College of Chiropractic
B.S. Applied Exercise Science - Springfield College

Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Shealey, Jaquelyne - *Certified Professional Coder (CPC)*

B.S. Health Sciences - Herzing University
A.S. Physical Therapist Assistant - South University
B.S. Community Health & Human Services - The University of Alabama at Birmingham

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Sherrod, Joi
M.P.H. Public Health - University of Kentucky
B.S. Psychology - University of Kentucky
*Senior Instructor II - General
Education,Electives,HCA,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS*

Silvers, Kara - *Certified Professional Coder (CPC)*
Diploma Medical Administrative Assistant - Ultimate Medical
Academy - Online
M.S. Special Education - Western Governors University
M.Ed. Home Economics Education - Auburn University
B.S. Fashion Merchandising - Auburn University
Associate Program Director - HCA,MBC,MBC-A

Simmons, Deanna
M.P.H. Public Health - Florida A&M University
B.S. Business Administration and Finance - University of West
Florida
Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Simmons, Stephen
M.S. Education - Capella University
Specialization: Professional Studies in Education
M.S. Information Technology - Capella University
M.B.A. Business Administration - Everest University
B.S. Education - Central Connecticut State University
Concentration: Music
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Singleton, Lashanta - *Certified Professional Coder (CPC)*
B.B.A. Business Administration - American InterContinental
University
Concentration: Healthcare Management
A.A. Business Administration - American InterContinental
University
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Skinner, Carlos
M.I.S.M. Information Systems Management - Keller Graduate
School of Management of DeVry University
Specialization: Network Management
B.A. Mass Communications - Kentucky Wesleyan College
Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MBC-A

Sloan, Karen
B.A. General Studies - Spring Arbor University
A.A.S. Medical Assistant Technology - Kalamazoo Valley
Community College
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Smart-White, Catherine
M.S. Psychology - Capella University
Specialization: Educational Psychology
M.Ed. Instructional Technology - American Intercontinental
University
B.A. Psychology - The University of Louisiana of Monroe
Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Smith, Janee'
M.S. Nursing - University of Phoenix
Specialization: Health Care Education
B.S. Nursing - Louisiana College
Post-Master's Certificate Nurse Practitioner - Northwestern
State University
Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Smith, Kristen
B.S. Nursing - University of South Florida
A.A. Liberal Arts - Hillsborough Community College
A.S. Nursing - Hillsborough Community College
A.A.S. Dental Assisting - Lansing Community College
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Smith, LaRonda
M.S. Dental Hygiene - University of Bridgeport
Specialization: Dental Public Health
B.S. Biology - Loyola University Chicago
Instructor - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Smith, Maya
M.A. English - National University
M.A. Education/Curriculum & Instruction - University of Phoenix
Concentration: Language Arts Education
B.A. English - University of South Florida
Concentration: Literature
Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MBC-A

Smith, Patricia - *Certified Professional Coder (CPC)*

Certificate Nurse Assistant - Sauk Valley Community College
M.A. Elementary Education - National Louis University
B.S. Business Administration - Northern Arizona University
Concentration: Finance
N/A N/A - Maricopa Community Colleges

Lead Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Smith, Stacy - *Certified Professional Coder (CPC)*

B.S. Health Services Administration - Middle Georgia State College
A.S. Business Administration - Middle Georgia State College

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Snodgrass, La Toija

M.P.H. Public Health - University of Colorado Denver
Concentration: Epidemiology
Certificate Public Health - University of Colorado Denver
B.S. Molecular Biology - University of Denver
Concentration: Chemistry

Senior Instructor II - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Somnarain, Emry

M.D. Medicine - St. Mary's School of Medicine
B.S. Chemistry - McMaster University

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Somnarain, Su - *Certified Professional Coder (CPC)*

M.S. Postsecondary and Adult Education - Capella University
B.S. Biology - University of South Florida

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Sowers, Shelly

M.B.A. Health Services Administration - Keiser University
B.A. Psychology - Keiser University
A.S. Nursing - Keiser University
A.A. Health Services Administration - Keiser University
A.S. Medical Assisting - Keiser University

Lead Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Squillaci, Laurie

D.N.P. Nursing - Walden University
M.S. Nursing - Walden University
Specialization: Education
A.S. Nursing - Southwestern College

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Stanley, Terry

M.A. Science Education Biology - University of South Florida
B.S. Biology - University of South Florida

Lead Instructor - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Taylor, Carol

M.P.H. Public Health - Benedictine University
M.S. Human Resource Management - Nova Southeastern University
E.J.D. Health Law - Concord Law Kaplan University
M.S. Family Therapy - Nova Southeastern University
B.A. Mathematics Secondary Education - Saint Leo University

Program Director - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

Temmis, Brandee

D.N.P. Nursing Practice - Grand Canyon University
M.S. Nursing - Grand Canyon University
Concentration: Health Care Informatics
B.S. Nursing - Grand Canyon University
A.A.S. Nursing - George C. Wallace Community College

Instructor - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Tentzeras, Gina

M.B.A. Business Administration - NOVA Southeastern University
B.S. Business Administration - NOVA Southeastern University

Instructor - General Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Thompson, Brent

M.H.L. Health Leadership - Western Governors University
Concentration: Leadership and Management
B.S. Radiation Therapy - Weber State University
Concentration: Advanced Radiologic Sciences

Instructor - General Education,Electives,HCA,HHS,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Thompson, Jeannie

M.H.R.M. Human Resources Management - Keller Graduate
School of Management of DeVry University
M.B.A. Business Administration - Keller Graduate School of
Management of DeVry University
Specialization: Human Resources
B.S. Psychology - Florida Southern College
A.A. No Declared Major - Valencia College
*Lead Instructor - General Education,Electives,HCA,HHS,HIM,HS-
MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS*

Thompson, Taivia

M.S. Psychology - Clayton State University
Concentration: Clinical
B.A. Psychology - Clark Atlanta University
Instructor - HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

**Thrash, Elise *- Registered Health Information Administrator
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B.S. Health Information Management Administration -
University of Cincinnati
*Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-
A,MOBS*

Townsend, Darlene

M.A. Health Education - Miami University
B.S. Physical Education - Howard University
*Senior Instructor - General Education,Electives,HS-MAA,HS-
MOBS,HS-PHT*

Turner, Krystal

D.C. Chiropractic - Life University
B.S. Microbiology - Auburn University
*Senior Instructor II - HCA,HHS,HIM,HS-MAA,HS-
MOBS,MAA,MBC,MBC-A,MOBS*

Tyhurst, Patricia *- Certified Professional Coder (CPC)*

M.S. Healthcare Administration - Independence University
Diploma Medical Administrative Assistant - Ultimate Medical
Academy - Online
B.A. English Education - Carroll College
*Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-
A,MOBS*

Uzoh, Princess

M.B.A. Business Administration - The University of Texas at
Dallas
B.A.A.S. No Declared Major - University of North Texas at Dallas
Certificate Alternative Dispute Resolution - University of North
Texas
Certificate Substance Abuse Treatment - University of North
Texas
A.A. No Declared Major - Tarrant County College
N/A Biology - Jackson State University
*Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-
A,MOBS*

Vannevel, Stephanie

M.S. Human Behavior - Capella University
B.A. Psychology - Buena Vista University
Instructor - General Education,HCA,HS-MAA,HS-MOBS,MBC-A

Varnadore, Laura

M.S. Nursing - The University of Tampa
B.S. Nursing - University of South Florida
A.A. Liberal Arts - Polk State College
A.S. Nursing - Polk State College
*Instructor - General Education,Electives,HCA,HS-MAA,HS-
MOBS,HS-PHT,MBC-A*

Varzavand, Irina

M.B.A. Organizational Development - Upper Iowa University
M.A. Teaching English to Speakers of Other Languages -
University of Northern Iowa
B.A. Teaching English to Speakers of Other Languages -
University of Northern Iowa
Concentration: Business
Ph.D. Psychology - Capella University
*Senior Instructor II - General
Education,Electives,HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,HS-
PHT,MAA,MBC,MBC-A,MOBS*

**Vazquez Gonzales, Jennifer *- Certified Pharmacy Technician
(CPhT)***

M.Ed. Education and Human Resource Studies - Colorado State
University
Specialization: Organizational Learning, Performance and
Change
Diploma Medical Office and Billing Specialist - Ultimate Medical
Academy - Online
B.G.S. General Studies - Columbia College
A.A. No Declared Major - Daytona State College
Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Villalobos, Alejandro

M.S. Psychology - University of Phoenix
B.S. Criminal Justice Administration - University of Phoenix
Senior Instructor - General Education,Electives,HS-PHT,MBC-A

Vizzuso, John

D.B.A. Business Administration - Walden University
Specialization: Healthcare Management
M.S. Health Care Management - California Coast University

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Wade, William

M.S. Nursing - Western Governors University
B.S. Nursing - Western Governors University
B.S. Biology - Norfolk State University
A.A.S. Nursing - Tidewater Community College
A.S. Science - Tidewater Community College

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Wagner, Diana

Diploma Medical Administrative Assistant - Ultimate Medical Academy - Online
M.S. Education Theory and Practice - Arkansas State University
B.S. Elementary Education - University of Central Florida
A.A. No Declared Major - Valencia College

Senior Instructor II - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Walker, Tracie - *Certified Coding Associate (CCA)*

B.S. Health Administration - University of Phoenix
Concentration: Health Management
A.A. Health Care Administration - University of Phoenix

Instructor - MBC,MBC-A

Wallace, Joseph

M.S. Psychology - Southern New Hampshire University
B.A. Social Relations - Cheyney University
Ed.D. Education - Northcentral University
Specialization: Organizational Leadership

Instructor - General Education,Electives,HHS,HIM,HS-MAA,HS-MOBS,HS-PHT,MAA,MBC,MBC-A,MOBS

Wallace, Mark

B.A. English - Point Park University
Concentration: Secondary Education
M.A. English - University of Pittsburgh
B.A. English - Duquesne University

Senior Instructor II - General Education,HCA,HCM,HIM,HS-MAA,HS-MOBS,MBC-A

Washington, Tamika

M.B.A. Business Administration - Keller Graduate School of Management of DeVry University
Specialization: Accounting
B.S. Health Management - Howard University

Lead Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Watson, Harriet

M.B.A. Business Administration - Strayer University
Concentration: Health Services Administration
B.S. Information Technology - University of Phoenix
Concentration: Visual Communication
A.A. Liberal Arts - Hillsborough Community College

Senior Instructor II - Electives,HCA,HCM,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Webster, Lourdes

Post-Masters Certificate Nursing - Walden University
Specialization: Nurse Executive
M.S. Advanced Nursing Education - The University of West Indies
B.S. Nursing - Higher Institute of Medical Sciences of Santiago of Cuba

Instructor II - General Education,HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Weissman, Victoria

M.A. Speech-Language Pathology and Audiology - The George Washington University
A.B. Communication - The University of Michigan

Lead Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Weston, Jessica

M.B.A. Human Resource Management - Saint Leo University
B.S. Business Management - University of Phoenix

Associate Department Chair - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

Whitacre, Lisa - *Nationally Registered Certified Medical Assistant (NRCMA)*

M.S. Health Care Administration - LeTourneau University
B.B.M. Business Management - LeTorneau University

Interim Program Director - HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

White, Erin - *Registered Health Information Administrator (RHIA)*

M.B.A. Healthcare Management - Western Governors University
B.S. Health Informatics and Information Management - University of Central Florida

Senior Instructor - HCA,HCM,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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B.A.A.S. Applied Arts & Sciences - The University of Texas at Tyler
A.A.S. Office Technology - Tyler Junior College

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.D. Medicine - Central America Health Sciences University
B.S. Biology - Armstrong State University

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M.A. Psychology - Northcentral University
Specialization: Health Psychology/Behavioral Medicine
B.A . Psychology - University of Arizona Global Campus
A.A.S. Nurse Education - Middlesex College

Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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Diploma Medical Administrative Assistant - Ultimate Medical Academy - Online
M.A. Education - University of Phoenix
Concentration: Curriculum & Instruction
B.S. Consumer Sciences and Merchandising - University of Houston

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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Psy.D. Clinical Psychology - Argosy University
M.A. Clinical Psychology - Argosy University
M.S. Counseling Psychology - Lee University
B.A. Psychology - Lee University

Senior Instructor II - HHS

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M.A. English - Northern Illinois University
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Post-Master's Certificate Education - Capella University
Specialization: College Teaching
M.S. Education - Capella University
Specialization: Postsecondary and Adult Education
B.L.S. Liberal Studies - Mount Ida College
A.S. Medical Secretary - Roxbury Community College

Senior Instructor - HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.S. Education Media Design and Technology - Full Sail University
B.A. Economics - Rutgers, The State University of New Jersey

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A.S. Health Information Technology - Cosumnes River College
M.B.A. Business Administration - University of Phoenix
B.S. Business Information Systems - University of Phoenix

Senior Instructor - HHS,HIM

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M.H.A. Health Administration - Capella University
Specialization: Health Care Leadership
M.A. Teaching and Learning with Technology - Ashford University
B.S. Business Administration - University of Phoenix
A.A. Health Administration - University of Phoenix

Senior Instructor II - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC,MBC-A

Winston, Trishawna - *Pharmacist*

M.B.A. Business Administration - University of North Alabama
Pharm.D. Pharmacy - Xavier University of LA

Instructor - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.S. Math Education - Nova Southeastern University
B.A. Economics - Rollins College

Senior Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

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Diploma Medical Administrative Assistant - Ultimate Medical
Academy - Online
M.Ed. Adult Education and Training - American InterContinental
University
B.S. Business Administration - Morris Brown College

Senior Instructor II - HCA,MBC,MBC-A

Wright, Angela

A.A.S. Accounting - Central Georgia Technical College
A.A.S. Technical Studies - Central Georgia Technical College
Diploma Accounting - Central Georgia Technical College
Certificate Payroll Accounting Specialist - Central Georgia
Technical College
Certificate Office Accounting Specialist - Central Georgia
Technical College
Certificate Computerized Accounting Specialist - Central
Georgia Technical College
M.B.A. Business Administration - Colorado Technical University
B.S. Health Care Services - University of Phoenix

Instructor - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.B.A. Human Resource Management - LeTourneau University
B.B.A. Business Administration - LeTourneau University

Senior Instructor II - HCA,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.Ed. Health and Wellness Education - American College of
Education
A.S. Occupational Therapy Assistant - Keiser University
B.A. Mathematics - Florida Atlantic University

Instructor - General Education,HCA,HIM,HS-MAA,HS-MOBS,MBC-A

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M.S. Management Information Technology - Indiana University
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B.S. Management - Brigham Young University
Concentration: Finance

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MBC-A

Youngs, Tammy

M.A. Mathematics Education (5-12) - Western Governors
University
M.A. Secondary Education - Andrews University
B.S. Animal Science - Brigham Young University
Concentration: Management

Senior Instructor - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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B.S. Health Science - Texas A&M University - Corpus Christi

Senior Instructor II - HCA,HHS,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS

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M.A. Mathematics - University of Miami
B.S. Mathematics - Florida State University

Senior Instructor II - General Education,HCA,HHS,HIM,HS-MAA,HS-MOBS,MAA,MBC,MBC-A,MOBS