ADDENDUM TO

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.7

(Published December 7, 2020)

Addendum Date: July 22, 2021

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

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

Addendum for Ultimate Medical Academy Catalog V6.7
Effective July 12, 2021

All references to "Blackboard" throughout the Ultimate Medical Academy Catalog Volume 6.7 should be considered removed.

Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective July 22, 2021

Pages 11 - 15 (Replacement for Kansas)
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.

Addendum for General Information
(State/Territory Specific Information for UMA Online Programs)
Effective March 11, 2021

Pages 11 – 15 (Replacement of First Paragraph)
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 Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program.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.

Addendum for General Information
(State/Territory Specific Information for UMA Clearwater Programs)
Effective March 11, 2021

Pages 11 – 15 (Replacement)
STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS
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.

Pages 11 - 15 (Insert)
STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS
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. 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.

Addendum for Admissions
(Provisional Registration Status)
Effective July 22, 2021, for August 16, 2021, Start and Beyond

Page 33 (Replacement)
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 program. All new Health Sciences - Pharmacy Technician students will be registered on a provisional basis for the first two modules of their first term. Provisionally registered students are not required to pay tuition and do not receive Federal Student Aid.

Those students in provisional status who, as determined by UMA, meet admissions criteria, attendance requirements, sustain sufficient contact with UMA, make sufficient academic progress, access resources required for academic success (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 who do not accept their official registration will be considered to have canceled while in provisional registration status and will not incur any tuition obligation to UMA.

Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective July 22, 2021, for August 16, 2021, Start and Beyond

Page 36 (Insertion to Health Sciences – Pharmacy Technician Program Requirements)
Skills Assessment: Provisional students choosing 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	83 and above	59 and above
Level 2	21 - 26	53 - 82	33 - 58
Level 1	20 or below	52 or below	32 or below

Addendum for Admissions
(External Transfer Credit for Previous Education)
Effective April 20, 2021

Page 38 (Revision)
OFFICIAL TRANSCRIPT POLICY FOR STUDENTS USING VA BENEFITS
Students using veterans' education benefits will be contacted by the School Certifying Official to complete the Postsecondary Education (Military Only) form. This form serves as authorization for UMA to obtain military transcripts through the Joint Services Transcript System (JST). Students utilizing veterans' education benefits are required to submit official transcripts from all previously attended institutions to the Registrar's Office no later than the end of the first module from the start of the program. Failure to submit official transcripts from all institutions identified on the Postsecondary Education (Military Students Only) form will result in a termination of the student's veterans' educational benefits. If official transcripts cannot be obtained by the end of the first module from the start of the program, the student may request an extension by emailing militaryaffairs@ultimatemedical.edu. The extension cannot exceed the end of the student's second semester/payment period of the student's enrollment. Refusal to submit official transcripts will result in an immediate termination of the student's veterans' educational benefits. Within 30 days of the receipt of official transcripts, the Registrar's office will issue an evaluation of transfer credits.

Addendum for Admissions
(Articulation Agreements)
Effective June 10, 2021

Page 40 (Insertion)
Florida A&M University: This agreement is designed to allow UMA graduates to transfer select credits earned at UMA and accepted by 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.

Addendum for Admissions
(Articulation Agreements)
Effective April 20, 2021

Page 40 (Insertion)
Eastern International College: This agreement is designed to allow UMA graduates to transfer select credits earned at UMA and accepted by 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.

Addendum for Admissions
(Articulation Agreements)
Effective February 25, 2021

Page 40 (Delete Ashford University, Revision to Bellevue University, Insert University of Arizona Global Campus)
Bellevue University: This agreement is designed to allow UMA graduates to transfer credits earned at UMA and accepted by 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.

University of Arizona Global Campus: This agreement is designed to allow UMA associate degree graduates to transfer select credits earned at UMA and accepted by 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.

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Addendum for Admissions
(UMA Online/Blended Orientation and Technical Requirements)
Effective July 12, 2021

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Pages 45 - 47 (Replacement)
UMA ONLINE/BLENDED ORIENTATION AND TECHNICAL REQUIREMENTS
Students enrolled in UMA Online/blended programs must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone, or another mobile device.

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

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

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

In addition to the foregoing admissions requirements, prospective students for a UMA Online/blended program must:
- Have reliable Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
  - An introduction to UMA Online/blended learning and UMA's resources and support teams
  - An overview of UMA's Learning Management System, i.e., Distance 2 Learn
  - Information regarding policies, navigating the online/blended courserooms and resources which can aid in the learning process

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

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
  - Recommended 2.0 GHz frequency or above CPU
- Mac computer (Intel Processor) with 1.83 GHz
  - Recommended 2.0 GHz frequency or above CPU

- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 4 GB Memory (RAM) or above
- 1366 x 768 or higher computer screen resolution
- Speakers
- Recent video and sound card
- Internal or External webcam, and microphone (recommended but not required)

   *Chromebooks 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: 10.14 (Mojave), 10.15 (Catalina), 11 (Big Sir) or newer
- Android (Mobile): 9.0 (Pie), 10.0 (Android 10), 11 (Android 11) or newer
- Apple iOS (Mobile): 13.3 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:
   o Mozilla Firefox (stable channel) at mozilla.org
      Some online/blended content may not be compatible with Firefox browser if using a Mac computer.
   o Google Chrome (stable channel) at google.com/chrome
   o Microsoft Edge Version (Latest stable release)
      Some online/blended content may not be compatible with Microsoft Edge browser if using a Mac computer.
- Mac Based Computers:
   o Safari Versions 13+
- Android mobile devices:
   o Google Chrome (stable channel) via Google Play Store on device
- Apple iOS mobile devices:
   o Safari 13+
- Determine which Browser and Version you are using via computer:
   o 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.
   o In **Firefox**, select Firefox then "Help" and About Firefox. The version of Firefox is in the Version field.
   o In **Google Chrome**, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.

        o   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 Configuration:

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

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

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Addendum for Admissions
(UMA Online/Blended Orientation and Technical Requirements)
Effective April 20, 2021

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Pages 45 - 47 (Replacement)
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Students enrolled in UMA Online/blended programs must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

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

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

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

In addition to the foregoing admissions requirements, prospective students for a UMA Online/blended program must:

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

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

Hardware:

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

Operating Systems (OS):

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

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

Software:

- Microsoft Office 2016, 2019 or 365*
  *Most recent versions are recommended
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- 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
  - Google Chrome (stable channel) at google.com/chrome
  - Microsoft Edge Versions 41+
    - The latest Chromium based versions are provisionally compatible with Collaborate Ultra, used for web-meetings with some faculty members.
- Mac Based Computers:
  - Safari Versions 13+
- Determine Which Browser and Version You Are Using:
  - In **Edge**, select the menu icon and choose Settings then scroll down to the bottom of the screen. The version of Edge is located below the words About this App.
  - In **Firefox**, select Firefox then "Help" and About Firefox. The version of Firefox is in the Version field.
  - In **Google Chrome**, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.

o   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:
    o   Disable Pop-up Blocker
    o   Enable Cookies in Browser
    o   Enable JavaScript

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

Addendum for Student Financial Assistance
(Institutional Aid)
Effective June 10, 2021

Pages 56 - 58 (Insertion to UMA Online and Clearwater sections of Academic Success Grant)
- Students utilizing the Trade Agreement program are not eligible.

Addendum for Student Financial Assistance
(Additional Information for Federal Direct Loans)
Effective April 20, 2021

Page 60 (Revision)
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.

Addendum for Cancellation and Refund Policies
(Cancellation Policy)
Effective July 22, 2021

Page 62 (Replacement)
CANCELLATION POLICY
An applicant may cancel his/her enrollment within 72 hours of signing the enrollment agreement without incurring any financial penalty. Additionally, students who do not begin attendance within the first seven calendar days of a program, or who cancel or are cancelled by UMA during their 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.

Addendum for Cancellation and Refund Policies
(Institutional Refund Policy)
Effective April 20, 2021

Pages 69 - 70 (Revision)
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 or an assessment. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned Federal Student Aid within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts because of withdrawal from UMA.

Addendum for Cancellation and Refund Policies
(Return of Title IV Funds Policy)
Effective July 22, 2021

Pages 71 - 73 (Replacement)
RETURN OF TITLE IV FUNDS POLICY
This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence.

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 Clearwater students is the last day the student was physically present in a course or the last day the student completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment.

Term:

Number of days completed by the student The number of days in the payment period if the student attended at least one day in the module OR: the number of days in the payment period if the student did not attend at least one day in the module, but the module was included in the institution's determination of the student's Title IV eligibility	= 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 Clearwater students is the last day the student was physically present in a course or the last day the student completed an online, academically related activity such as discussion boards, submission of assignments or an assessment. The last day of attendance for UMA Online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments or an assessment.
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.

Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective July 22, 2021

Pages 85 - 88 (Insertion)
KANSAS RESIDENTS
Complaints from Kansas residents should follow the procedure outlined by the Kansas Board of Regents at:

https://www.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

Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective June 10, 2021

Pages 85 - 88 (Insertion)
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

**Addendum for Student Records
(Transcripts)
Effective April 30, 2021**

Page 89 (Revision to last paragraph of section)
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.

**Addendum for Student Records
(Textbooks)
Effective March 11, 2021**

Page 91 (Replacement)
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

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

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

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.

**Addendum for Academic Standards
(Final Grades)
Effective July 22, 2021**

Pages 104 - 105 (Replacement for FINAL GRADE CONCERNS – During the Provisional Registration Period)
FINAL GRADE CONCERNS – During the Provisional Registration Period
Students who wish to submit a final course grade concern must contact the Campus Director or designee (Clearwater) or raise a Final Grade Concern Help Request in the UMA Portal (active 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 Director or designee (Clearwater)/Associate Director, Academic 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.

Addendum for Programs
(Health Sciences – Pharmacy Technician)
Effective April 20, 2021

Pages 153 - 154 (Revision)
HEALTH SCIENCES - PHARMACY TECHNICIAN
(Except Arkansas and Kansas)

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 health care 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.

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). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The 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.