



**ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.9**

(Published March 21, 2022)

Addendum Date: August 15, 2022

**(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)

<u>Catalog Page Number</u>	<u>Catalog Section</u>	<u>Addendum Effective Date</u>	<u>Addendum Page Number</u>
	<u>General Information</u>		
10 - 11	School Licensure, Accreditation and Approvals	08.15.22	3
12 & 15	State/Territory Specific Information for UMA Programs	08.15.22	3
16	UMA Facilities and Contact Information		3
	<u>Admissions</u>		
32	General Admissions Requirements	08.15.22	3
33	Provisional Registration Status	08.15.22	4
35	Additional Admissions Requirements/Specific Program Information	08.15.22	4
42 – 45	Certification, State and National Board Examinations	08.15.22	5
46	Special Medical Requirements	08.15.22	9
46 & 47	UMA Online/Blended Orientation and Technical Requirements	08.15.22	9
	<u>Student Financial Assistance</u>		
56	Additional Sources of Aid	04.06.22	10
58 – 60	Institutional Aid	04.06.22	10
61	Institutional Aid	05.17.22	10
61	Institutional Aid	08.15.22	11
67	Institutional Refund Policy	08.15.22	12
	<u>Student Information</u>		
87	Classroom and Laboratory Conduct	08.15.22	13
	<u>Student Records</u>		
95	Dress Code	08.15.22	13
95	Telephones – Clearwater Campus	08.15.22	14
96	Textbooks	08.15.22	14
96	Transportation	08.15.22	15
	<u>Academic Standards</u>		
99	Definitions	08.15.22	15
105	Satisfactory Academic Progress – SAP	08.15.22	15
107 & 108	Grading Scales	08.15.22	16
109 – 111	Final Grades	08.15.22	16
111	Late Coursework	08.15.22	18
111	Honors and Awards	08.15.22	19
111	Requirements for Release to Externship/Practicum	08.15.22	19
112 & 113	Attendance	08.15.22	19
116 & 117	Externship Extension	08.15.22	20
	<u>Programs</u>		
118	Course Numbering System	08.15.22	21
122	Emergency Medical Technician	08.15.22	21
166	Health Sciences – Pharmacy Technician for Arkansas, Kansas, and Texas Residents Only	08.15.22	22
	<u>Course Descriptions</u>		
168	Course Number Abbreviations	08.15.22	23
171	Course Descriptions	08.15.22	23
	<u>Tuition and Fees</u>		
188, 189, & 191	UMA Online Diploma Programs	08.15.22	23

**Addendum for General Information
(School Licensure, Accreditation and Approvals)
Effective August 15, 2022**

Page 10 (Revision to Contact Information)

Accrediting Bureau of Health Education Schools
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
T. 301-291-7550
E. INFO@ABHES.ORG
ABHES.ORG

Page 11 (Insertion)

FLORIDA DEPARTMENT OF HEALTH

The Emergency Medical Technician program is provisionally 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.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective August 15, 2022**

Page 12 (Replacement)

Florida

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

Page 15 (Replacement)

Virginia

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

**Addendum for General Information
(UMA Facilities and Contact Information)
Effective August 15, 2022**

Page 16 (Replacement)

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.

**Addendum for Admissions
(General Admissions Requirements)
Effective August 15, 2022**

Page 32 (Replacement for Sixth Bullet Point)

- 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.

**Addendum for Admissions
(Provisional Registration Status)
Effective August 15, 2022**

Page 33 (Replacement)

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, 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 final grade in the course(s) within their provisional registration period or are not passing both of their concurrent courses following the completion of week six (EMT students only), 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.

**Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective August 15, 2022**

Page 35 (Insertion)

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. Students are required to provide an attestation that they have met all employer employment eligibility criteria (e.g., background screening, vaccinations, drug screening, etc.) prior to starting the program.

Clinical Externship Requirement: A 20-hour hospital-based clinical externship (min 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.

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.

Addendum for Admissions (Certification, State and National Board Examinations) Effective August 15, 2022

Pages 42 - 45 (Insertion)

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
<p>Dental Assistant with Expanded Functions (DAEF)</p> <p>Health Sciences – Dental Assistant with Expanded Functions (HS-DAEF)</p> <p>Note: The DAEF and HS-DAEF programs are approved by the Florida Board of Dentistry (FL BOD) to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code.</p> <p>Per Rule 64B5-9.011, Florida Administrative</p>	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York,	N/A

<p>Code, graduates of a FL BOD approved program are not required to obtain the dental radiographer certification.</p> <p>UMA's DAEF and HS-DAEF graduates are eligible to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical. The RDA certification is not required by the FL BOD.</p>			<p>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</p>	
<p>Health Sciences - Pharmacy Technician (HS-PHT)</p> <p>In some states/territories, professional licensure and/or certification is required for entry-level employment as a Pharmacy Technician. UMA's HS-PHT graduates are eligible to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Within five years of graduation, UMA's HS-PHT graduates are also eligible to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Health Career Association (NHA).</p>	<p>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</p>	<p>Connecticut, Massachusetts, Minnesota, New Mexico, New York, North Dakota, Ohio, Oklahoma, South Carolina, Utah, Washington</p>	<p>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</p>	<p>Hawaii, Pennsylvania, Wisconsin</p>
<p>Nursing Assistant (NA)</p> <p>A Certified Nursing Assistant (CNA) license is required for employment as an entry-level Nursing Assistant in Florida. To</p>	<p>Florida</p>	<p>N/A</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho,</p>	<p>N/A</p>

<p>obtain a CNA license in Florida, graduates must successfully complete the Certified Nursing Assistant (CNA) examination. Graduates of UMA's NA program are eligible to sit for the CNA exam as UMA's NA program is approved by the Florida Board of Nursing.</p>			<p>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</p>	
<p>Emergency Medical Technician (EMT)</p>	<p>Florida</p>	<p>N/A</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New</p>	<p>N/A</p>

			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	
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**Addendum for Admissions
 (Special Medical Requirements)
 Effective August 15, 2022**

Page 46 (Replacement for Second Paragraph)

Students enrolled in the Dental Assistant with Expanded Functions, Emergency Medical Technician, Medical Assistant, Nursing Assistant, Patient Care Technician, or Phlebotomy diploma and associate degree 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.

**Addendum for Admissions
 (UMA Online/Blended Orientation and Technical Requirements)
 Effective August 15, 2022**

Pages 46 & 47 (Revisions to Following Paragraphs)

UMA ORIENTATION AND TECHNICAL REQUIREMENTS

Students enrolled in online/blended/residential 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 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 blended 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 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/residential 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 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.

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:
 - o An introduction to online/blended learning and UMA's resources and support teams
 - o An overview of UMA's Learning Management System, i.e., Distance 2 Learn
 - o Information regarding policies, navigating the online/blended courserooms and resources which can aid in the learning process

**Addendum for Student Financial Assistance
(Additional Sources of Aid)
Effective April 4, 2022**

Page 56 (Revision)

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.

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective April 4, 2022**

Pages 58 - 60 (Deletion)

The Academic Success Grant is discontinued beginning with the May 2, 2022, start date.

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective May 17, 2022**

Page 61 (Replacement)

UMA ONLINE EXTERNSHIP SUCCESS GRANT

The Externship Success Grant'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 Grant to cover or defray qualifying expenses if they are currently responsive to student outreach by members of the UMA staff and actively engaged in pursuing externships/practicums or externship/practicum opportunities to complete their chosen program of study at UMA.

The Externship Success Grant is available to students who are enrolled in UMA's 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 Grant may not exceed \$3,000 per student. Additionally, the combination of Externship Success Grant funding and placement obstacle funding from UMA's Career Services Department available to the same individual once he or she graduates cannot total more than

\$5,000 for any individual student/graduate. The resource support under the Externship Success Grant 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 Grant application that is submitted for three levels of approval (referred to as the Resources Committee).

Eligibility Criteria

- The student must be a student enrolled in an eligible UMA 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 Grant application, including indicating acceptable essential expenses that are causing the hardship.
- If the request is approved by the Resources Committee, the student must provide UMA with the appropriate vendor/provider information for payment processing.
- Once the resource is provided, the student must start, continue, and complete their externship/practicum hours without interruption (such as from withdrawal or dismissal from the program or site) to be eligible for future resources.
 - o Dismissal from the program or site due to behavioral or ethical circumstances may result in automatic suspension of current and future resources.

Addendum for Student Financial Assistance (Institutional Aid) Effective August 15, 2022

Page 61 (Replacement)

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 UMA's 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.

Page 61 (Replacement for First Paragraph of Laptop Program Section)

UMA offers the laptop program to new, first-time enrolling UMA Online and Clearwater blended 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.

**Addendum for Student Financial Assistance
(Institutional Refund Policy)
Effective August 15, 2022**

Page 67 (Replacement for Section Below)

PRO RATA REFUND CALCULATION FOR NON-TITLE IV DIPLOMA PROGRAMS

Pertains to the following programs:

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

**Addendum for Student Information
(Classroom and Laboratory Conduct)
Effective August 15, 2022**

Page 87 (Replacement)

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.

**Addendum for Student Records
(Dress Code)
Effective August 15, 2022**

Page 95 (Replacement)

DRESS CODE

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

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

- **Nails:**
 - Nails must be short, neat, and natural/light nail color.
 - MT Students are not allowed to wear nail polish, acrylic nails, gels, overlays, etc.
- **Cosmetics:**
 - Removable accessories or cosmetics (e.g. false eyelashes) must be well-secured with no danger of falling off/out or causing contamination. EMT students are not allowed to wear false eyelashes.
 - 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. For EMT students, the use of perfumes or cologne is prohibited during Clinical/Field Experiences.
- **Grooming:**
 - Personal hygiene must be maintained at all times.
- **Tattoos:**
 - Body art (e.g. tattoos) should be professionally acceptable and may be required to be covered.
 - EMT students must cover all visible tattoos during clinical and field internship experiences.
- **Clothing:**
 - Scrubs (for Clearwater campus in the color designated by each program of study) should be neat, clean, professional, and unwrinkled.

- Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes (e.g. Crocs), or mesh.
- Undergarments must be worn as appropriate, and not visible.
- Outerwear (e.g. sweaters, jackets, and lab coats) must be neat and clean. Students in some programs may be required to wear lab coats during certain activities.
- 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.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. Hair and/or coverings must not dangle or extend in such a way that they present a safety/sanitation hazard. Long hair must be pulled back and secure. Others may be asked to pull back their hair.

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

**Addendum for Student Records
(Telephones – Clearwater Campus)
Effective August 15, 2022**

Page 95 (Replacement)

TELEPHONES (BLENDED 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.

**Addendum for Student Records
(Textbooks)
Effective August 15, 2022**

Page 96 (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

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 blended 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.

**Addendum for Student Records
(Transportation)
Effective August 15, 2022**

Page 96 (Replacement)

TRANSPORTATION

Students enrolled in blended 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.

**Addendum for Academic Standards
(Definitions)
Effective August 15, 2022**

Page 99 (Replacement)

MODULE: A MODULE IS THE LENGTH A OF COURSE. MODULES RANGE FROM 5 – 16 WEEKS DEPENDING UPON THE PROGRAM.

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

**Addendum for Academic Standards
(Satisfactory Academic Progress - SAP)
Effective August 15, 2022**

Page 105 (Replacement for Maximum Time Frame)

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 Information Technology	63.50 Credits	95.25 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

**Addendum for Academic Standards
(Grading Scales)
Effective August 15, 2022**

Pages 107 & 108 (Replacement)

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 EMT 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 EMT 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

**Addendum for Academic Standards
(Final Grades)
Effective August 15, 2022**

Pages 109 - 111 (Replacement)

FINAL GRADES

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

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

Clearwater instructors post final grades within the UMA's Learning Management System (LMS) within three (3) calendar days after the last scheduled day of a course. UMA's Student Information System consumes Clearwater final grades within 24 hours of final grades being posted in the LMS.

STUDENT NOTIFICATION OF FINAL GRADES

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

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

FINAL GRADING PERIOD – UMA Online Students

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

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

INCOMPLETE GRADES – Clearwater 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 Associate Vice President, Workforce Innovation and Campus Administration 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 Associate Vice President, Workforce Innovation and Campus Administration 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.

FINAL GRADE CONCERNS – Officially Registered Students

Students who wish to submit a final grade concern in a course must contact the Associate Vice President, Workforce Innovation and Campus Administration 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 Associate Vice President, Workforce Innovation and Campus Administration or designee (Clearwater)/Associate Director, Academic 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.

Addendum for Academic Standards (Late Coursework) Effective August 15, 2022

Page 111 (Replacement)

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 Associate Vice President, Workforce Innovation and Campus Administration.

**Addendum for Academic Standards
(Honors and Awards)
Effective August 15, 2022**

Page 111 (Replacement)

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 Associate Vice President, Workforce Innovation and Campus Administration or designee (Clearwater and residential) at 727-298-8685 for information on any additional honors and awards that may be offered by their location.

**Addendum for Academic Standards
(Requirements for Release to Externship/Practicum)
Effective August 15, 2022**

Page 111 (Replacement)

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.

**Addendum for Academic Standards
(Attendance)
Effective August 15, 2022**

Pages 112 & 113 (Replacement)

ATTENDANCE

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

CLEARWATER

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

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

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

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

UMA ONLINE

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

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

Emergency Medical Technician Program

Regular attendance is expected to allow students to develop the skills and attitudes required in the workplace. Attendance for EMT students is based on the student being physically present in a course or at their clinical externship site or at a field externship site. Due to much of the training being "hands-on," attendance is critical to master skill sets necessary for employment.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn. Students withdrawn from school because of non-attendance may be readmitted only at the discretion of the Associate Vice President, Workforce Innovation and Campus Administration or appropriate school official and no sooner than the next scheduled course start date. If a withdrawn student is enrolled in an employer workforce program, the employer partner must indicate in writing that they wish to re-enroll the student in to the program at a later start date as a condition of the student's re-enrollment, Students whose employers chose not to re-enroll them in the program or whose employers fail to communicate such a desire will not be re-enrolled into the employer partner based program.

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

Some labs or courses have specific attendance requirements

Addendum for Academic Standards (Externship Extension) Effective August 15, 2022

Pages 116 & 117 (Replacement)

EXTERNSHIP EXTENSION/INCOMPLETE

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

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

Students who do not complete the required hours within the Externship Extension grading period may be granted, on a case-by-case basis, a third attempt to complete their hours with an approved appeal by the appropriate school officials. For ground students, the appeals are reviewed by a Program Director and Associate Vice President, Workforce Innovation and Campus Administration or designee. For UMA Online students, the Learner Service Advisor will send the appeal to the student. Once the student signs the form, it is routed to a Program Director then the Associate Director of Academic Affairs or designee for review. Unless otherwise noted in this policy, hours

earned in the original grading period and subsequent extensions are added to the hours completed during the final extension grading period to determine completion of the externship requirement. For students whose appeal is denied, student earns an F if the hours are not completed by end of the grading period.

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

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

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

Emergency Medical Technician Program

UMA offers EMT program students who have not completed required clinical hospital externship or field experiences/hours an externship extension of one additional week (7 calendar days). At the end of the regularly scheduled externship course, students who have not completed the required externship hours will receive an incomplete grade placeholder for the seven calendar days of the approved extension period.

Students who complete the required hours within the seven (7) calendar day externship extension will receive a final grade based on course performance for the original grading period.

EMT students who do not complete the required hours within the seven (7) calendar day externship extension will receive an F grade for their externship course. An additional seven calendar days may be granted, on a case-by-case basis, for students with an approved appeal. Appeals are reviewed by the Program Director and Associate Vice President, Workforce Innovation and Campus Administration or designee. Hours earned in the original grading period and subsequent extensions are added together to determine completion of the externship requirement. For students whose appeal is denied, student earns an F if the hours are not completed by end of the initial seven (7) calendar day extension.

Students who do not complete the required externship hours after all allowable extensions will receive an “F” grade for their externship course and will be required to retake the course including completing all required externship hours. No hours earned during previous enrollments will count towards the externship requirement.

Addendum for Programs (Course Numbering System) Effective August 15, 2022

Page 118 (Replacement for UMA Online Diploma Programs)

UMA ONLINE (NON-MAIN CAMPUS)

Diploma Programs

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

Addendum for Programs (Emergency Medical Technician) Effective August 15, 2022

Page 122 (Insertion)

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 department for emergency medical technician programs. 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 EMT Registry (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

**Addendum for Programs
(Health Sciences – Pharmacy Technician for Arkansas, Kansas, and Texas Residents Only)
Effective August 15, 2022**

Page 166 (Revision to Elective Courses (Kansas Residents 9.0 Credits) to include Texas)

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

**Addendum for Course Descriptions
Effective August 15, 2022**

Page 168 (Insertion for Course Number Abbreviations)

EMS Emergency Medical Services

Page 171 (Insertion)

EMS1100 EMERGENCY MANAGEMENT TECHNICIAN FUNDAMENTALS—9.5 SEMESTER CREDITS

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

EMS2100 EMERGENCY 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 Lifer Support Agency and an additional 20 hours of hospital-based experience, ten of which occur within the Emergency Room setting. Corequisite: EMS1100Chapter 401, Florida Statutes, (F.S.) and Chapter 64J-1, Florida Administrative Code (F.A.C). Course content is designed to prepare students to recognize and respond to the nature and seriousness of the patient's condition or extent of injuries, to assess requirements for emergency medical care, to provide appropriate emergency medical care based on assessment findings of the patient's condition while working to minimize patient discomfort, preventing further injury, and practicing safely and in accordance with the EMT-B role and responsibilities. Course content focuses on the application of the cognitive, affective and psychomotor skills required for successful practice of the EMT-B while working as part of an emergency medical service team. In addition to laboratory instruction, students will complete a hospital-based externship and a minimum of five pre-hospital emergency medicine field experiences. The hospital-based externship experience consists of required 20 hours of hospital-based experience with a minimum of ten hours completed in the emergency room setting. The pre-hospital emergency medicine field experiences is completed with an EMS provider agency and must include patient transport to fulfill requirements. Corequisite: EMS1100

**Addendum for Tuition and Fees
(UMA Online Diploma Programs)
Effective August 15, 2022**

Pages 188, 189, & 191 (Insertion for Civilian and Military Diploma Program Sections)

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 \$18.24 – \$20.24
- Secondhand Watch \$13.33
- Stethoscope \$15.53