



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.2

(Published November 29, 2017)

Addendum Date: February 15, 2018

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

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**Addendum for Ultimate Medical Academy Catalog Volume 6.2
(Pharmacy Technician - Diploma Program)
Effective December 29, 2017**

As of December 29, 2017, Ultimate Medical Academy's Pharmacy Technician (Diploma) program has been discontinued. All references to the Pharmacy Technician (Diploma) program throughout the Ultimate Medical Academy Catalog Volume 6.2 should be considered removed.

**Addendum for General Information
(History/Ownership)
Effective January 11, 2018**

Page 8 (Replacement)

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community's need for trained Nursing Assistants and other healthcare professionals. The school's name was later changed to Ultimate Medical Academy (UMA). Over time, recognizing the growing need in Florida for trained professionals in other healthcare specialties and employers' needs for multi-skilled staff, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school was acquired by Ultimate Medical Academy, LLC. The school expanded its program offerings, launched online programs to students throughout the US, and added three continuing medical education divisions. In March 2015, Clinical and Patient Educators Association (CPEA), a 501(c)(3) nonprofit organization, acquired UMA. CPEA focuses on developing quality, innovative education for healthcare practitioners and the patient communities they serve. The board of directors now governing UMA consists of: Jane Swift (Executive Chair); Theodore Polin (Chief Governance Officer); Richard Friedman; Matthew Wooten, Christopher Hawk, MD, Steve Burghardt, Sheila McDevitt, and Darlyne Bailey. Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

**Addendum for Admissions
(State/Territory Specific Information)
Effective February 15, 2018**

Page 36 (Replacement for Georgia)

Georgia

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

**Addendum for Admissions
(Health Sciences – Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures)
Effective February 1, 2018**

Pages 39-43 (Replacement)

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

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

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

STATE/TERRITORY BOARD OF PHARMACY LICENSURE/REGISTRATION REQUIREMENTS

Certain states/territories require students to complete a licensure or registration process prior to the externship course. Students residing in those states/territories, or planning to work in those states/territories, must complete the registration process with the State/Territory Board of Pharmacy within the 20 weeks preceding their expected externship course start date. Students who fail to complete the requirements may be dismissed from the program.

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

PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE/TERRITORY REQUIREMENTS

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

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

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

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

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

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

Missouri	Oklahoma
Montana	Puerto Rico
Nebraska	Rhode Island
New Jersey	South Carolina
Oregon	Tennessee
Pennsylvania	Texas
South Dakota	U.S. Virgin Islands
Vermont	Utah
Wisconsin	Virginia
Wyoming	Washington
	Washington D.C.
	West Virginia

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

nabp.pharmacy/boards-of-pharmacy/

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

¹ Residents of Florida begin this process after graduation.

States/Territories	Additional Pharmacy Technician Information for Graduates
Delaware	<p>Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days.</p> <p>Certified Pharmacy Technicians must provide evidence of PTCB.</p>
Idaho	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of second renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certified Technician (must provide evidence of PTCB or ExCPT)
Illinois	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> 1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure <p>AND</p> <ol style="list-style-type: none"> 2. Copy of pharmacy technician program certificate or diploma
Indiana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of first renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal <p>OR</p> <ol style="list-style-type: none"> 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.</p>
Michigan	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Full Licensure – submit proof of passing the PTCB or NHA exams <p>OR</p> <ol style="list-style-type: none"> 2. Limited License – requires verification of employment and is only valid during employment listed on application <p>OR</p> <ol style="list-style-type: none"> 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.</p>

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

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective January 11, 2018**

Page 47 (Replacement)

ACADEMIC SUCCESS GRANT

Online Campus

UMA offers an Academic Success Grant to dedicated associate degree seeking students who demonstrate a commitment to academic success by making significant academic progress towards the completion of their program, are directly enrolled in an associate degree program and who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed. Students who are diploma program graduates and subsequently reenroll into a corresponding associate degree program are not eligible.

Eligibility Criteria:

- The student must be directly enrolled in an associate degree program with a start date of 3/14/16 or later. Reenrolls, reentries or transfers are not eligible.

- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- The student must commit to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to the U.S. Department of Education to reduce total indebtedness. The student must have an Information and Authorization form on file with UMA. In the event, any excess funds resulting from the Academic Success Grant exceed the recipient's total packaged federal student loans and institutional debt for the recipient's associate degree program enrollment, the recipient will be eligible to receive the excess funds as a stipend.
- The student must not be receiving any other form of institutional aid.
- For qualifying enrollments on 10/4/16 or later, the grant will not exceed \$2,000 per student.

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

Clearwater Campus

UMA offers an Academic Success Grant to dedicated students enrolled in a Health Sciences associates degree program who demonstrate a commitment to academic success by making significant academic progress towards the completion of their program, who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed.

Eligibility Criteria:

- The student must have successfully completed a diploma program at UMA and be enrolled in the corresponding Health Sciences associate degree program with a start date of 2/5/2018 or later.
- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- The student must commit to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to the U.S. Department of Education to reduce total indebtedness. The student must have an Information and Authorization form on file with UMA. In the event, any excess funds resulting from the Academic Success Grant exceed the recipient's total packaged federal student loans and institutional debt for the recipient's associate degree program enrollment, the recipient will be eligible to receive the excess funds as a stipend.
- The student must not be receiving any other form of institutional aid in their current enrollment.
- The grant will not exceed \$2,000 per student.

First, any outstanding institutional balance in the associates degree enrollment will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year. If the student has only one academic year in the associates degree enrollment and all institutional debt and loan balances are satisfied, the recipient will be eligible to receive any remaining excess funds as a stipend.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section “Return of Institutional Grant Funding” for a description of the calculation.

**Addendum for Student Financial Assistance
(Laptop Program – Online Students Only)
Effective February 1, 2018**

Page 50 (Replacement)

LAPTOP PROGRAM (ONLINE STUDENTS ONLY)

As of February 8, 2016, UMA offers the laptop program to all new, first-time enrolling online students into an associate degree program. The laptop program is not applicable to UMA diploma program graduates who are reenrolling into an associate degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program.

Effective as of 1/2/2018 starts, to be eligible for the laptop program, a first time enrolling online student must complete the provisional registration period and accept his/her official registration. Students must be active at the time the laptop is shipping.

UMA will ship laptops to eligible online students within two weeks of the completion of the student’s first course (after final grades are posted and official registration is confirmed). Laptops should typically arrive at the student’s home within 8 – 9 weeks of the student’s program start date.

Associate degree program online students who do not meet the criteria for the laptop and online students enrolling in the diploma program may be eligible to purchase and/or finance a laptop as part of their financial aid (for those who qualify). To be eligible to purchase a laptop, the student must complete the provisional registration period and accept his/her official registration.

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

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

**Addendum for Academic Standards
(Final Grades)
Effective January 2, 2018**

Page 94 (Replacement of Section)

FINAL GRADE DISPUTES – During the Provisional Registration Period

Students who wish to dispute a final grade in a course must contact the Director of Education or designee (Clearwater) or raise a Final Grade Dispute Flag in Starfish (active online students) or email Student Affairs at studentaffairs@ultimatemedical.edu (out-of-school online students only) within 8 calendar days of their first course end date explaining the reason for the final grade dispute.

Final grade disputes must include the circumstances that led to the dispute. Acceptable circumstances for a final grade dispute 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 Director of Education or designee (Clearwater)/Associate Director, Academic Affairs or designee (online) reviews final grade disputes 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 dispute within 14 calendar days from the end of the course. If an out-of-school student becomes eligible for enrollment after a successful grade dispute, the student must apply for reentry into the program.

The final grade dispute decision is final.

**Addendum for Academic Standards
(Leave of Absence)
Effective February 1, 2018**

Pages 97-98 (Replacement)

LEAVES OF ABSENCE IN NON-TERM TITLE IV PROGRAMS

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

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

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

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

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

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

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

ADMINISTRATIVE LEAVES OF ABSENCE – STANDARD-TERM PROGRAMS, NON-TITLE IV PROGRAMS AND CERTAIN NON-TERM CIRCUMSTANCES

UMA understands unforeseen circumstances arise which may prevent a student from temporarily completing a course, module or term. UMA has an Administrative Leave of Absence (LOA) policy available to active students who are enrolled in:

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

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

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

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

1. Students must have successfully completed the Provisional Registration Period at UMA to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for an Administrative Leave of Absence include:
 - a. Student medical (including pregnancy)
 - b. Family care (childcare issues, death of family member, single parenting issues or unexpected medical care of family)
 - c. Military duty (see following section on military leaves of absence)
 - d. Natural disaster per FEMA
 - e. Jury duty
 - f. Course availability (delay related to course availability)
 - g. Emergency leave of absence
 - h. Externship/Practicum
 - i. Patient Care Technician, Nursing Assistant and Phlebotomy Technician - due to rotation scheduling
 - ii. Student moves out of city during externship
 - iii. Student moves out of enrollment state before or during externship
 - iv. Scheduled break by externship site or supervisor which could result in the student violating the attendance policy

- v. Health Sciences – Pharmacy Technician – delays from a State Board of Pharmacy due to processing challenges or delayed student background reviews
- i. Regulatory changes implemented by a regulating agency affecting the program during the program or externship/practicum which may impact the student (State Changes)
- j. Incarceration (Student incarcerated during program)
- k. Rehabilitation (Student enters rehabilitation during the program)
- l. Other special circumstances beyond the student's control

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

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

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

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

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

**Addendum for Course Descriptions
(RX1010)
Effective January 2, 2018**

Page 171 (Replacement)

RX1010 Pharmacy Technician Fundamentals & Computer Applications

5.5 Semester credits

The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. It covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined. Prerequisites: None