

# **ADDENDUM TO UMA CATALOG**

## **VOLUME 5.4**

**Addendum Date: October 16, 2015**

**(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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*(New addenda indicated in blue font)*

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**ADDITIONAL INFORMATION IS INDICATED BY AN UNDERSCORE.  
REMOVAL OF INFORMATION IS INDICATED BY STRIKETHROUGHS.**

**Addendum for Catalog Layout  
Effective August 19, 2015**

*Page 7 (Revisions)*

Medical Academy (UMA) reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable. The information contained herein is subject to change. When there are changes to information in the catalog, UMA issues a Catalog Addendum. A new catalog volume is published when changes occur. Changes for each new catalog are indicated in blue font. The catalog is not a contract; students are required to adhere to all policies as outlined as well as any revised policies which may be included in the Catalog Addendum.

**Addendum for Admissions  
Effective October 12, 2015**

*Page 19 (Insertion)*

**STUDENTS SEEKING TO ENROLL INTO ADDITIONAL PROGRAMS**

UMA graduates who wish to enroll into an additional UMA program will need to meet certain criteria prior to enrolling except when enrolling into a UMA associate degree program from the corresponding UMA diploma program. Students should contact an admissions representative for additional information.

**Addendum for Credit for Previous Education  
Effective October 7, 2015**

*Page 19 (Revision)*

Students utilizing Veterans educational benefits are required to submit official transcripts from all previously attended institutions to the Office of the Registrar no later than sixty days from their start enrollment date.

**Addendum for Additional Admissions Requirements for Specific Programs  
Effective August 31, 2015**

*Page 23 (Revision)*

**NURSING (ASSOCIATE OF SCIENCE DEGREE)**

- Academic Testing:
  - A successful score of 18 or higher after a maximum of two attempts on a Wonderlic examination
  - Successful ~~overall~~ score of 57.7 75% for each section on the ~~TEAS V~~ HESI A2 examination after a maximum of two attempts

**Addendum for State Specific Information for Online Students  
Effective October 16, 2015**

*Page 28 (Deletion)*

**Maryland Residents**

Ultimate Medical Academy is registered with the Maryland Higher Education Commission. The following fully online programs are now registered with the Maryland Higher Education Commission and can be offered to Maryland residents:

- ~~Associate of Science in Health Information Technology~~
- Associate of Science in Health Sciences
  - Medical Administrative Assistant
  - Medical Office and Billing Specialist
- Associate of Science in Healthcare Management
- Medical Administrative Assistant Diploma
- Medical Billing and Coding Diploma

- Associate of Science in Medical Billing and Coding
- Medical Office and Billing Specialist Diploma

Maryland students are not able to participate in an externship in the state of Maryland for the completion of UMA programs.

**Addendum for Health Information Technology Program All Enrollment States  
Effective October 16, 2015**

*Page 32 (Insertion)*

**HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES**

<b><u>Health Information Technology Enrollment States</u></b>		
<u>Alabama</u>	<u>Indiana</u>	<u>South Carolina</u>
<u>Alaska</u>	<u>Iowa</u>	<u>South Dakota</u>
<u>Arizona</u>	<u>Kansas</u>	<u>Tennessee*</u>
<u>Arkansas</u>	<u>Kentucky</u>	<u>Texas</u>
<u>California</u>	<u>Michigan</u>	<u>Utah</u>
<u>Colorado</u>	<u>Minnesota</u>	<u>Virginia</u>
<u>Connecticut</u>	<u>Missouri</u>	<u>Virgin Islands</u>
<u>Delaware</u>	<u>Mississippi</u>	<u>Wisconsin</u>
<u>Florida</u>	<u>North Dakota</u>	<u>West Virginia</u>
<u>Hawaii</u>	<u>Nebraska</u>	<u>Wyoming</u>
<u>Idaho</u>	<u>New Jersey</u>	
<u>Illinois</u>	<u>Ohio</u>	

\*Tennessee - For the student to be eligible to complete the externship requirement in Tennessee s/he must locate and secure their own externship site

**Addendum for Refund Policies  
Effective August 19, 2015**

*Page 43 (Insertion)*

**OREGON RESIDENTS' REFUND POLICIES**

The UMA refund policies have been modified to meet the requirements of the state of Oregon. If your residence is in Oregon, please reference the following refund policies for your program.

**PRO RATA REFUND CALCULATION FOR ALL PROGRAMS FOR OREGON RESIDENTS**

A student that resides in Oregon who withdraws from a course and/or ceases enrollment at Ultimate Medical Academy receives a tuition refund as follows. If a student's termination date is:

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

**Addendum for General Student Complaint Procedure/Grievance Policy  
Effective August 19, 2015**

*Pages 50 – 51 (Insertion)*

## **NEW MEXICO RESIDENTS**

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

<http://www.hed.state.nm.us/uploads/files/PPS/Overview/Complaint%20Form%20FY2014.doc>.

For any questions, please contact:

The Private Proprietary Schools Division Staff at [private.schools@state.nm.us](mailto:private.schools@state.nm.us) or call (505) 476-8442 or 476-8416.

### **Addendum for Satisfactory Academic Progress (SAP)** **Effective September 4, 2015**

Page 59 (Revision)

<b>Letter Grade</b>	<b>Description</b>	<b>Quality Points</b>	<b>Included in Credits Earned</b>	<b>Included in Credits Attempted</b>	<b>Included in CGPA*</b>	<b>Included in POP</b>	<b>Included in MTF</b>
A	Outstanding	4	Yes	Yes	Yes	Yes	Yes
B	Above Average	3	Yes	Yes	Yes	Yes	Yes
C	Average	2	Yes	Yes	Yes	Yes	Yes
D	Below Average	1	Yes	Yes	Yes	Yes	Yes
F	Failure	0	No	Yes	Yes	Yes	Yes
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Ground)	-	No	No	No	No	No
TC	Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
WD	Withdrawn from Course	-	No	No	No	No	No
◆	Associated Courses are calculated based on the original grade earned	-	Yes (if passed) No (if failed)	Based on original grade earned	Based on original grade earned	Based on original grade earned	Based on original grade earned
**	Retaken/Repeated Course	-	Yes (if passed) No (if failed)	Yes	<u>Yes</u> <u>No (Once the ** is assigned, that course is no longer included in the CGPA calculation.)</u>	Yes	Yes

\*CGPA is calculated by dividing the student's total Quality Points earned by the total Semester Credits attempted.

### **Addendum for Grading Systems** **Effective August 31, 2015**

Page 64 (Revision)

**WD = Withdrawn from Course:** A grade of "WD", ~~Withdrawn from course without penalty~~, indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact CGPA, Pace of Progress, or Maximum Time Frame calculations nor does it count towards credits attempted.

### **Addendum for Veterans' Attendance Policy for Continued Eligibility**

## Effective October 1, 2015

Page 68 (Revision)

### ONLINE

Regular attendance is expected in order for students to develop the skills and attitudes required in the workplace. In the online environment, attendance is based on completion of academically-related activities such as discussion boards, chats, submission of assignments and taking tests.

Online students receiving VA educational funding must participate in class activities on at least a weekly basis. Participation includes submitting class work, participating in online class discussions or taking an online test/quiz/exam.

- A student who does not participate in any of the online events as stated above for any week during a 5-week enrollment period is placed on attendance probation for the remainder of the enrollment period.
- A student who is on attendance probation who does not participate in any of the online events as stated above for any other week during that enrollment period will be terminated for VA education benefits for unsatisfactory participation effective the last date the student participated in class activities as defined above.

Any VA student whose VA education benefits have been terminated for unsatisfactory participation may be certified again for VA education benefits the next enrollment period on a probationary status. Should that student not participate in any of the online events as stated above for any week during that enrollment period, that student will again be terminated for VA education benefits for unsatisfactory participation effective the date the student last participated in a class activity as defined above. That student then must satisfactorily participate for the next enrollment period (in which that student enrolls) without VA education benefits. Should that student successfully participate, then (s)he may again be certified for VA education benefits for the next enrollment period. demonstrate active participation through the regular submission of required assignments. Weekly assignments are typically due Wednesday and Sunday evenings. To maintain eligibility for VA benefits, a student must complete at least 75% of the assignments in a grading period.\*

~~Students who fail to submit at least 75% of assignments in a grading period are placed on VA eligibility probation for the next grading period. If, at the end of a probationary grading period, a student has again failed to submit at least 75% of assignments, the student's Veterans Benefits are cancelled through notification of the Veterans Administration. If a student succeeds in submitting at least 75% of assignments during the VA eligibility probationary period, the student is removed from VA eligibility probation.~~

~~To regain eligibility for VA benefits, an online student must submit at least 75% of assignments during a VA eligibility probation period. Once a student completes a subsequent grading period with at least a 75% submission rate, that student may be recertified for the next grading period.~~

\*A grading period for online students is defined as a five-week time period within a 15-week semester in which a student completes a UMA course.

## Addendum for Course Descriptions Effective August 19, 2015

Pages 127, 135 & 136 (Revisions)

### **MC1110 PRINCIPLES OF ALLIED HEALTH – 5.0 SEMESTER CREDITS**

This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, the importance of using basic learning skills, and effective coping skills. Required training in CPR is taught ~~using the American Safety and Health Institute approved CPR course for healthcare providers.~~ The course also includes anatomy and physiology of the renal, circulatory, respiratory, and reproductive systems, and the appropriate terminology related to those systems. Also covered is laboratory testing as related to those systems and the foundation for understanding medical terminology as it relates to the field (word roots, prefixes and suffixes, and combining forms and current procedural terminology).

Prerequisites: None

### **RX1010 PHARMACY TECHNICIAN FUNDAMENTALS & COMPUTER APPLICATIONS 5.5 SEMESTER CREDITS**

The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. ~~Students are introduced to medication laws, standards, and regulations affecting pharmacy technicians; the concept of quality assurance and its procedures; and~~ It includes a study of CPR\* and first aid. It also 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. \*For online students: CPR Certification, if needed, must be obtained independent of this course. Prerequisites: None

#### **RX1020 PHARMACOLOGY AND STERILE PRODUCTS & HIV/AIDS – 5.0 SEMESTER CREDITS**

This course covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastic pharmacology including the study of HIV/AIDS. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management.

Prerequisites: None

#### **RX1030 ANATOMY & PHYSIOLOGY AND PATHOPHYSIOLOGY I – 6.0 SEMESTER CREDITS**

Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions. ~~and will make recommendations that promote individual health, regardless of age or gender.~~ Prerequisites: None

#### **RX2010 PHARMACEUTICAL CALCULATIONS AND PATHOPHYSIOLOGY II – 6.0 SEMESTER CREDITS**

This course introduces students to the calculations performed by technicians in the pharmacy practice setting, and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is an in depth study of specific human diseases that emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for these specified diseases. ~~a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures and treatment for specified diseases.~~ Prerequisites: RX1010, RX1020, & RX1030

#### **RX2020 DRUG/DOSAGE INTERACTION AND PHARMACY LAW & ETHICS – 6.0 SEMESTER CREDITS**

This course covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on ~~dosage forms and~~ commonly used drug names. ~~Students will also describe the use of these agents in the management of disease states and their effects on body systems.~~ Provided in this course is a survey of federal and state laws governing pharmacy operations. Students will develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings. ~~for students to develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings as governed by the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) requirements.~~ Prerequisites: RX1010, RX1020, RX1030, & RX2010

#### **RX2030 COMMUNITY & INSTITUTIONAL PHARMACY – 3.0 SEMESTER CREDITS**

This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations. Prerequisites: ~~None~~ RX1010, RX1020, RX1030, RX2010, & RX2020

#### **RX2999 CERTIFICATION REVIEW – 2.0 SEMESTER CREDITS**

This course is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam. ~~sit for the PTCB certification exam.~~ Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030