ADDENDUM TO

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 7.1

(Published September 1, 2023)

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(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)*

<table>
<thead>
<tr>
<th>Catalog Page Number</th>
<th>Catalog Section</th>
<th>Addendum Effective Date</th>
<th>Addendum Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>History/Owne&lt;br&gt;ship</td>
<td>01.10.24</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Corporate Off&lt;br&gt;cers</td>
<td>01.10.24</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>School Licensure, Accreditation, and Approvals</td>
<td>05.20.24</td>
<td>3</td>
</tr>
<tr>
<td>11 – 15</td>
<td>State/Territory Specific Information for UMA Programs</td>
<td>07.01.24</td>
<td>4</td>
</tr>
<tr>
<td>11 – 15</td>
<td>State/Territory Specific Information for UMA Programs</td>
<td>02.27.24</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>State/Territory Specific Information for UMA Programs</td>
<td>12.28.23</td>
<td>8</td>
</tr>
<tr>
<td>15</td>
<td>State/Territory Specific Information for UMA Programs</td>
<td>06.03.24</td>
<td>12</td>
</tr>
<tr>
<td>33</td>
<td>General Admissions Requirements</td>
<td>04.01.24</td>
<td>12</td>
</tr>
<tr>
<td>33</td>
<td>General Admissions Requirements</td>
<td>01.10.24</td>
<td>13</td>
</tr>
<tr>
<td>39 – 41</td>
<td>External Transfer Credit for Previous Education</td>
<td>02.27.24</td>
<td>15</td>
</tr>
<tr>
<td>55 &amp; 56</td>
<td>Health Information Management Program</td>
<td>06.03.24</td>
<td>16</td>
</tr>
<tr>
<td>80 – 87</td>
<td>Code of Conduct for Students’ Policy</td>
<td>04.15.24</td>
<td>17</td>
</tr>
<tr>
<td>159</td>
<td>Patient Care Technician</td>
<td>07.01.24</td>
<td>24</td>
</tr>
<tr>
<td>169</td>
<td>HM1025</td>
<td>05.20.24</td>
<td>24</td>
</tr>
<tr>
<td>190</td>
<td>UMA Cost of Attendance Charts</td>
<td>01.10.24</td>
<td>24</td>
</tr>
<tr>
<td>190</td>
<td>UMA Cost of Attendance Charts</td>
<td>12.20.23</td>
<td>25</td>
</tr>
</tbody>
</table>
Addendum for General Information
(History/Ownership)
Effective January 10, 2024

Page 8 (Revision)

HISTORY/OWNERSHIP
Ultimate Medical Academy was founded in 1993 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community’s need for training healthcare professionals. In January 2005, the school was acquired by Ultimate Medical Academy, LLC and expanded its program offerings and launched online programs. In 2015, UMA Education, Inc., a 501 (c)(3) nonprofit organization, acquired Ultimate Medical Academy, LLC. The Board of Trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Christopher Hawk, M.D., Shelley Collins, M.D., Steve Burghardt, Ph.D., Saundra Wall Williams, Ed.D., Terence L. Byrd, Hugh Campbell, Karen Jones, Sheila McDevitt, Karen Mincey, and Thomas Rametta (President). Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

Addendum for General Information
(Corporate Officers)
Effective January 10, 2024

Page 8 (Revision)

CORPORATE OFFICERS
Darlyne Bailey, Chair of the Board
Thomas Rametta, President
Linda Mignone, Executive Vice President and Chief Marketing Officer
April Neumann, Executive Vice President, Workforce Transformation
Alexandra Schaffrath, Executive Vice President, Chief Financial and Strategy Officer and Treasurer
Nicole Anzuoni, Executive Vice President, Chief Administrative Officer and Secretary
Jeffrey Reese, Associate Vice President, Deputy General Counsel – Governance, Privacy & Cyber Affairs, and Assistant Secretary

Addendum for General Information
(School Licensure, Accreditation, and Approvals)
Effective May 20, 2024

Page 10 (Revision)

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION
Ultimate Medical Academy’s Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Ultimate Medical Academy’s accreditation for the Health Information Management associate degree program has been reaffirmed through 2033-2034.

All inquiries about the program’s accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL 60601; by phone at 312-235-3255; or by email at info@cahiim.org.
STATE/TERRITORY SPECIFIC INFORMATION FOR UMA PROGRAMS

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS

Ultimate Medical Academy’s Clearwater campus is Licensed by Means of Accreditation by the Commission for Independent Education. Students enrolled at the Clearwater campus must be located in Florida. It is important that students are aware of the state/territory requirements for enrollment and employment. Requirements for licensure, registration, certification, and/or employment may vary by state.

A student’s physical location for ground and hybrid programs is determined at the time of initial enrollment based on the ground campus at which the student attends. For programs beginning with courses that are wholly online, a student’s physical location is determined at the time of initial enrollment based on the physical location/address provided by the student on the enrollment agreement unless and until the student notifies UMA as noted in this policy that they plan to begin instruction from, move to, or intend to work in any other state/territory following execution of the enrollment agreement.

Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory following enrollment. Students who do not notify UMA prior to moving into another state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA ONLINE PROGRAMS

It is important that UMA’s online students are aware of their state/territory requirements for enrollment and employment. Requirements for licensure, registration, certification, and/or employment may vary by state/territory. A student’s physical location is determined at the time of initial enrollment based on the physical location/address provided by the student on the enrollment agreement unless and until the student notifies UMA as noted in this policy that they plan to begin instruction from, move to, or intend to work in any other state/territory following execution of the enrollment agreement.

Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to begin instruction from, move to, or intend to work in any other state/territory other than the location noted on the student’s enrollment agreement. Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

Alabama
- Ultimate Medical Academy is licensed by the State of Alabama, Alabama Community College System.
- Ultimate Medical Academy is exempt from programmatic review by the Alabama Commission on Higher Education.
- Ultimate Medical Academy’s Health Sciences – Pharmacy Technician program is an Alabama Board of Pharmacy approved pharmacy technician training program.

Alaska
- Ultimate Medical Academy is exempt from authorization by the Alaska Commission on Postsecondary Education.
- Ultimate Medical Academy’s programs are exempt from authorization under AS 14.48 and 20 AAC 17 because the programs are online or distance delivered and do not have a physical presence in the state.

Arizona
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Arizona State Board for Private Postsecondary Education.

Arkansas
- The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy certification to offer programs by distance technology.
- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code § 6-61-301.
• The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

**California**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the California Bureau for Private Postsecondary Education.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.

**Colorado**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Commission on Higher Education and Department of Higher Education – Division of Private Occupational Schools.

**Connecticut**

- Ultimate Medical Academy is currently not enrolling students in the State of Connecticut.

**Delaware**

- Ultimate Medical Academy has been granted Full Approval status by the Delaware Department of Education.

**Florida**

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

**Georgia**

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

**Hawaii**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Hawaii Postsecondary Education Authorization Program.

**Idaho**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Idaho State Board of Education.

**Illinois**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Illinois Board of Higher Education, Division of Private Business and Vocational Schools.

**Indiana**

- Ultimate Medical Academy is authorized by the Indiana Commission for Higher Education/Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

**Iowa**

- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code section 261B.7.

**Kansas**

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing UMA to legally operate a postsecondary educational institution in the state of Kansas. Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368; 785-430-4240.

**Kentucky**

- Ultimate Medical Academy is licensed by the Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601; 502-564-4185.

**Louisiana**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Louisiana Board of Regents and the Louisiana Board of Regents, Proprietary Schools.

**Maine**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Maine Higher Education Commission.

**Maryland**

- Ultimate Medical Academy is registered with the Maryland Higher Education Commission (MHEC) to offer fully online programs to residents of Maryland. As a condition of the registration, UMA must comply with the following Code of Maryland Regulations (COMAR): 13B.05.01.11; 13B.02.01.21; 13B.05.01.10.
Massachusetts
- Ultimate Medical Academy is currently not enrolling students in the Commonwealth of Massachusetts.

Michigan
- Ultimate Medical Academy is authorized to offer online programs by the Michigan Department of Labor & Economic Opportunity Workforce Development - Postsecondary Education.

Minnesota
- Ultimate Medical Academy is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
  - Minnesota students will not be able to use the following courses to satisfy program requirements:  AC2760 - Accounting for Managers; PS2100 - Working with People; or PS2150 - Patient Relations.

Mississippi
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Mississippi Commission on College Accreditation.

Missouri
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Missouri Department of Higher Education.

Montana
- Ultimate Medical Academy is authorized to offer online programs by the Montana Board of Regents.

Nebraska
- Ultimate Medical Academy has been granted a Certificate of Approval to Recruit by the Nebraska Department of Education, Private Postsecondary Career Schools.

Nevada
- Ultimate Medical Academy has been granted a License to Operate by the Nevada Commission on Postsecondary Education.

New Hampshire
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Hampshire Department of Education, Division of Higher Education and the New Hampshire Higher Education Commission for College and University Approvals.

New Jersey
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Jersey Secretary of Higher Education.
  - New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA’s accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

New Mexico
- Ultimate Medical Academy is licensed by the New Mexico Higher Education Department.

New York
- Ultimate Medical Academy is currently not enrolling students in the State of New York.

North Carolina
- Ultimate Medical Academy is exempt from licensure to offer online programs by the North Carolina State Board of Proprietary Schools.
  - The school’s guaranty bond for unearned prepaid tuition is on file with the Board of Governors of the University of North Carolina and may be viewed by contacting the Regulatory Affairs Department at regulatoryaffairs@ultimatemedical.edu.

North Dakota
- Ultimate Medical Academy is currently not enrolling students in the State of North Dakota.

Ohio
- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Department of Higher Education.
• Ultimate Medical Academy’s approval from the Ohio Department of Higher Education is limited to offering on-ground experiences.

**Oklahoma**
• Ultimate Medical Academy is licensed by the Oklahoma Board of Private Vocational Schools.

**Oregon**
• Ultimate Medical Academy is an educational nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR Chapter 583, Division 30. Inquiries concerning the standards or school compliance may be directed to the Commission at 3225 25th Street SE, Salem, OR 97302.

**Pennsylvania**
• Ultimate Medical Academy is registered in Pennsylvania as an out-of-state distance education provider to enroll residents of Pennsylvania. Ultimate Medical Academy is exempt from authorization to offer online programs by the Pennsylvania Department of Education – Division of Higher Education.

**Rhode Island**
• Ultimate Medical Academy is currently not enrolling students in the State of Rhode Island.

**South Carolina**
• Ultimate Medical Academy is exempt from authorization to offer online programs by the South Carolina Commission on Higher Education.

**South Dakota**
• Ultimate Medical Academy is exempt from authorization to offer online programs by the South Dakota Secretary of State-Post Secondary Education.

**Tennessee**
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.

**Texas**
• Ultimate Medical Academy meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption. Ultimate Medical Academy is also authorized to conduct clinical, internship or field-based educator training in the State of Texas.
• Ultimate Medical Academy is not regulated by the Texas Workforce Commission.

**Utah**
• Ultimate Medical Academy is currently not enrolling students in the State of Utah.

**Vermont**
• Ultimate Medical Academy is exempt from Certificate of Approval to offer online programs by the Vermont Agency of Education.

**Washington**
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.

**Washington D.C.**
• Ultimate Medical Academy is currently not enrolling students in Washington D.C.

**West Virginia**
• Ultimate Medical Academy is authorized to offer online programs by the West Virginia Higher Education Policy Commission/Council for Community and Technical College Education.

**Wisconsin**
• Ultimate Medical Academy is approved by the Education Approval Program (EAP) to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes § 440.52 and all administrative rules adopted pursuant to the statutes.

**Wyoming**
• Ultimate Medical Academy is authorized to offer online programs by the Wyoming Department of Education.

**Guam**
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Guam Council on Postsecondary Institution Certification.

**Puerto Rico**
• Ultimate Medical Academy is currently not enrolling students in the U.S. territory of Puerto Rico.
U.S. Virgin Islands
- Ultimate Medical Academy is exempt from authorization to offer online programs by the U.S. Virgin Islands Department of Education.

Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective June 3, 2024

Page 15 (Revision to Utah)
Utah
- Ultimate Medical Academy is currently not enrolling students in the State of Utah.

Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective February 27, 2024

Pages 11 - 15 (Replacement)
STATE/TERRITORY SPECIFIC INFORMATION FOR UMA PROGRAMS
STATE/TERRITORY SPECIFIC INFORMATION FOR UMA CLEARWATER PROGRAMS
Ultimate Medical Academy’s Clearwater campus is Licensed by Means of Accreditation by the Commission for Independent Education. Students enrolled at the Clearwater campus must be located in Florida. It is important that students are aware of the state/territory requirements for enrollment and employment. Requirements vary by state. The student’s physical location is determined at the time of enrollment based on the physical location/address provided by the student. UMA bases its determination of the student location through the student’s self-disclosure on the enrollment agreement.

Therefore, students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory following enrollment. Students who do not notify UMA prior to moving into another state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

STATE/TERRITORY SPECIFIC INFORMATION FOR UMA ONLINE PROGRAMS
It is important that UMA online students are aware of their state/territory requirements for enrollment and employment. Requirements vary by state/territory. The student’s physical location is determined at the time of enrollment based on the physical location/address provided by the student. UMA bases its determination of the student location through the student’s self-disclosure on the enrollment agreement.

Therefore, students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory following enrollment. Students who do not notify UMA prior to moving into a non-enrollment state/territory may be officially withdrawn from the program. These policies are consistently applied to all students.

The following section contains important, state/territory specific information to be disclosed to residents of these states who are either potential or current UMA students.

Alabama
- Ultimate Medical Academy is licensed by the State of Alabama, Alabama Community College System.
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- Ultimate Medical Academy’s Health Sciences – Pharmacy Technician program is an Alabama Board of Pharmacy approved pharmacy technician training program.

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Iowa
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Nebraska
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Nevada
- Ultimate Medical Academy has been granted a License to Operate by the Nevada Commission on Postsecondary Education.

New Hampshire
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New Jersey
- Ultimate Medical Academy is exempt from authorization to offer online programs by the New Jersey Secretary of Higher Education.
- New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA’s accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

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New York
- Ultimate Medical Academy is currently not enrolling students in the State of New York.
North Carolina
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• The school’s guaranty bond for unearned prepaid tuition is on file with the Board of Governors of the University of North Carolina and may be viewed by contacting the Regulatory Affairs Department at regulatoryaffairs@ultimatemedical.edu.

North Dakota
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Ohio
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Oregon
• Ultimate Medical Academy is an educational nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR Chapter 583, Division 30. Inquiries concerning the standards or school compliance may be directed to the Commission at 3225 25th Street SE, Salem, OR 97302.

Pennsylvania
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Rhode Island
• Ultimate Medical Academy is currently not enrolling students in the State of Rhode Island.

South Carolina
• Ultimate Medical Academy is exempt from authorization to offer online programs by the South Carolina Commission on Higher Education.

South Dakota
• Ultimate Medical Academy is exempt from authorization to offer online programs by the South Dakota Secretary of State-Post Secondary Education.

Tennessee
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.

Texas
• Ultimate Medical Academy meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption. Ultimate Medical Academy is also authorized to conduct clinical, internship or field-based educator training in the State of Texas.
• Ultimate Medical Academy is not regulated by the Texas Workforce Commission.

Utah
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Utah Division of Consumer Protection.

Vermont
• Ultimate Medical Academy is exempt from Certificate of Approval to offer online programs by the Vermont Agency of Education.

Washington
• Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.
**Washington D.C.**
- Ultimate Medical Academy is currently not enrolling students in Washington D.C.

**West Virginia**
- Ultimate Medical Academy is authorized to offer online programs by the West Virginia Higher Education Policy Commission/Council for Community and Technical College Education.

**Wisconsin**
- Ultimate Medical Academy is approved by the Education Approval Program (EAP) to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes § 440.52 and all administrative rules adopted pursuant to the statutes.

**Wyoming**
- Ultimate Medical Academy is authorized to offer online programs by the Wyoming Department of Education.

**Guam**
- Ultimate Medical Academy is exempt from authorization to offer online programs by the Guam Council on Postsecondary Institution Certification.

**Puerto Rico**
- Ultimate Medical Academy is currently not enrolling students in the U.S. territory of Puerto Rico.

**U.S. Virgin Islands**
- Ultimate Medical Academy is exempt from authorization to offer online programs by the U.S. Virgin Islands Department of Education.

**Addendum for General Information**
*(State/Territory Specific Information for UMA Programs)*
**Effective December 28, 2023**

**Page 13 (Revision for Iowa)**

**Iowa**
- Ultimate Medical Academy is registered with the Iowa College Student Aid Commission to offer fully online programs to residents of Iowa. As a condition of the registration, UMA must comply with the Iowa Code section 261B.

**Addendum for Admissions**
*(General Admissions Requirements)*
**Effective April 1, 2024**

**Page 33 (Replacement)**

**GENERAL ADMISSIONS REQUIREMENTS**
Prior to enrollment, prospective students must meet the following requirements:

- Successfully completed a valid high school or equivalent, as described in additional detail below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance in the state in which the institution is located (Florida).
- Interview with admissions prior to provisional or official registration, meet all necessary admission requirements, complete all required admission documents, participate in orientation prior to the start of the program, and attend a financial aid appointment.
- Students must successfully complete the Provisional Registration Period to officially register and be enrolled in their program.
- Satisfactorily complete a Level I background check by the eighth calendar day after the start or if an extension deadline is given, not to exceed the fifth week after the start except for students enrolled in the Patient Care Technician and Nursing Assistant programs at the Clearwater campus. Whether the student has satisfactorily completed is in the sole discretion of UMA. Please refer to the Additional Admissions Requirements/Specific Program Information section in this catalog. Students may be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
Satisfactorily complete a Level II background check prior to the last day of the student’s provisional enrollment period for students enrolled in the Patient Care Technician and Nursing Assistant programs. Students will be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.

Background check requirements may, at UMA’s discretion, be waived for students who are enrolled through an employer partner or students transferring programs unless listed in the Additional Admissions Requirements/Specific Program Information section in this catalog.

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or equivalent or have been officially homeschooled. UMA does not accept special diplomas or equivalent.
- Possess a General Education Development (GED) certificate
- Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student’s DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student’s start date.

In addition to the general admission requirements and procedures, please refer to the UMA Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Students re-entering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA’s Student Finance department by the end of the student’s first course in the re-entered program. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

Addendum for Admissions
(General Admissions Requirements)
Effective January 10, 2024

Page 33 (Revision)
GENERAL ADMISSIONS REQUIREMENTS
Prior to enrollment, prospective students must meet the following requirements:

- Successfully completed a valid high school or equivalent, as described in additional detail below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance in the state in which the institution is located (Florida).
• Interview with admissions prior to provisional or official registration, meet all necessary admission requirements, complete all required admission documents, participate in orientation prior to the start of the program, and attend a financial aid appointment.
• Students must successfully complete the Provisional Registration Period to officially register and be enrolled in their program.
• Satisfactorily complete a Level I background check by the eighth calendar day after the start except for students enrolled in the Patient Care Technician and Nursing Assistant programs at the Clearwater campus. Whether the student has satisfactorily completed is in the sole discretion of UMA. Please refer to the Additional Admissions Requirements/Specific Program Information section in this catalog. Students may be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
  o 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.
  o Background check requirements may, at UMA’s discretion, be waived for students who are enrolled through an employer partner or students transferring programs unless listed in the Additional Admissions Requirements/Specific Program Information section in this catalog.

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

• Be a high school graduate from a valid high school with a standard diploma or equivalent or have been officially home-schooled. UMA does not accept special diplomas or equivalent.
• Possess a General Education Development (GED) certificate
• Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
• Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
• A copy of a student’s DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student’s start date.

In addition to the general admission requirements and procedures, please refer to the UMA Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Students re-entering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA’s Student Finance department by the end of the student’s first course in the re-entered program. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.
Addendum for Admissions
(External Transfer Credit for Previous Education)
Effective February 27, 2024

Pages 39 - 41 (Replacement)

EXTERNAL TRANSFER CREDIT FOR PREVIOUS EDUCATION

UMA does not guarantee transfer of credits from UMA to another institution or from another institution to UMA. All potential credits are reviewed on a case-by-case basis and accepted credits are awarded at the discretion of UMA. UMA reserves the right to limit the age of transferable credits:

- Credits earned at another institution more than three years ago generally will not be accepted for UMA core credits or UMA technology courses.
- UMA reserves the right to waive any requirements or require additional proof of mastery through skill demonstrations.
- Students must complete a minimum of 30% of the total credits in the program for which they are enrolled at UMA.

Students who previously attended UMA or another college/school/university may request a transcript evaluation to determine if any of the credits earned transfer to the student’s current program of study at UMA. The student should contact the Registrar’s Office at transfercredit@ultimatemedical.edu to discuss possible transfer credits.

Students applying for credit in any of the categories described below must submit official transcripts to the Registrar. Official transcripts may not be issued to the student and must be sent to:

Ultimate Medical Academy
Attention: Registrar Operations
9309 N. Florida Ave.
Tampa, FL 33612

Course descriptions and other supporting documentation may be required. Students are responsible for requesting their official transcripts and paying any required fees as required by their prior institutions. Upon review and approval, UMA grants appropriate credit and notifies students within 30 days.

UMA requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

UMA considers previous education for transfer credit from the following sources:

1. Advanced Placement Courses approved by the College Board
2. DANTES Subject Standardized Tests (DSSTs)
3. CLEP credits that meet minimum ETS or ACE scores
4. Military training approved by ACE
5. Postsecondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education or CHEA (Council for Higher Education Accreditation)
6. Organizations that are members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO)

For students seeking transfer credits from courses taken outside of UMA, these credits must have been earned with a grade of “C” or higher. The transfer-of-credit award is based on a five-level transcript analysis conducted by course level, title and number of credits, course objectives and course description. Course credits are granted only in semester credit hours. If a transcript contains quarter hours, the quarter hours are divided by 1.5 to obtain semester credit hours. Partial hours are not rounded up. Students granted transfer credit for courses taken outside of UMA will be awarded a grade of “TC.”

External transfer credits do not affect a student’s Cumulative Grade Point Average (CGPA); however, they do affect a student’s Pace of Progress (POP) and Maximum Time Frame (MTF). Please see the Satisfactory Academic Progress (SAP) section of this catalog, and
specifically the Grade Identification and Related Impact on SAP Elements chart, for more information, and note that internal transfer credits are treated differently for purposes of SAP than external transfer credits.

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

UMA does not offer any achievement testing.

**OFFICIAL TRANSCRIPT POLICY FOR STUDENTS USING VA BENEFITS**

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

**Addendum for Admissions**

*(Health Information Management Program Enrollment States/Territories)*

Effective June 3, 2024

Pages 55 & 56 (Replacement)

**HEALTH INFORMATION MANAGEMENT PROGRAM ENROLLMENT STATES/TERRITORIES**

Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the Health Information Management program. Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory.

| HEALTH INFORMATION MANAGEMENT PROGRAM STATES/TERRITORIES ENROLLMENT CHART |
|---------------------------------------------------------------|---------------------------------------------------------------|
| **All Enrollment**                                           | **Do Not Enroll**                                             |
| Alabama                                                      | Connecticut                                                  |
| Alaska                                                       | Guam                                                         |
| Arizona                                                      | Louisiana                                                    |
| Arkansas                                                     | Massachusetts                                                |
| California                                                   | Nevada                                                       |
| Colorado                                                     | New Hampshire                                                |
| Delaware                                                     | New York                                                     |
| Florida                                                      | North Carolina                                               |
| Georgia                                                      | North Dakota                                                 |
| Hawaii                                                       | Oklahoma                                                    |
| Idaho                                                        | Puerto Rico                                                  |
| Illinois                                                     | Rhode Island                                                |
| Indiana                                                      | Tennessee                                                   |
| Iowa                                                         | Utah                                                        |
| Kansas                                                       | Virginia                                                    |
| Kentucky                                                     | Washington                                                   |
| Maine*                                                       | Washington D.C.                                              |
| Maryland                                                     |                                                             |
| Michigan                                                     |                                                             |
| Minnesota                                                   |                                                             |
ARTICLE I: TERMINOLOGY

1. The terms “School” or “UMA” means Ultimate Medical Academy.
2. The term “covered person” includes any person taking courses (either UMA Online or Clearwater and including but not limited to students who take time off between terms), or otherwise receiving or seeking to receive services from UMA.
3. The term “faculty member” means any person hired by or contracted with UMA to conduct instructional activities.
4. The term “UMA staff” means any person employed by UMA who is not a faculty member.
5. The term “member of the UMA community” includes students, faculty members or UMA staff, and any other individuals associated with UMA. The conduct administrator shall determine a person’s status in a particular situation.
6. The term “UMA sites” includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by UMA (including parking lots, adjacent streets and sidewalks) including the learning management system, UMA social media sites and other UMA platforms and devices.
7. The term “conduct panel” means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term “conduct administrator” means a UMA official authorized by UMA to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent UMA from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
   a. The conduct administrator for the Clearwater campus is the Campus President or designee and can be contacted at (studentconduct@ultimatemedical.edu).
   b. The conduct administrator for UMA Online is the Vice President, Programs and Academic Affairs or designee and can be contacted at (studentconduct@ultimatemedical.edu).
9. The term “policy” is defined as the policies, rules and procedures of UMA including, but not limited to, those found in the school catalog.
10. The term “organization” means any number of persons who have complied with the formal requirements for UMA recognition/registration as an organization.
ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the UMA community.
   a. The panel will consist of the Conduct Administrator, a representative from Education, and a representative from Compliance, at a minimum. The panel should contain an odd number.
   b. The committee can choose to include members from other departments dependent on circumstances.
2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.
4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction
The Code of Conduct applies to behavior that affects the UMA community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the UMA community and/or pursuit of its objectives.

Conduct – Rules and Regulations
Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV. Students are responsible for safeguarding all UMA related items and failure to do so may be deemed to rise to the level of misconduct.

1. Acts of dishonesty including, but not limited to, the following:
   a. Furnishing false information to UMA or a governmental or accrediting agency about a student’s attendance at UMA.
   b. Forgery, alteration or misuse of any UMA document, check, record or instrument of identification.
   c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other UMA activities, including its public service functions on or off campus, or other authorized non-UMA activities, when the act occurs on UMA sites.
3. Physical abuse, verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off UMA sites or at any UMA-sponsored activity.
4. Bullying and cyberbullying, which is using one’s power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of UMA or property of a member of the UMA community or other personal or public property.
6. Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the School.
7. Gambling on UMA premises, at UMA functions or through the use of UMA equipment.
8. Failure to comply with directions of UMA officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published UMA policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor’s order, and UMA, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on UMA premises, at UMA events, or that adversely affects the UMA community, is prohibited.

13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and UMA or public intoxication.

14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

15. Participation in a demonstration that disrupts normal operations of UMA or infringes on rights of other members of the UMA community; leading or inciting others to disrupt the scheduled and/or normal activities within any UMA building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.

16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.

17. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.

18. Unprofessional conduct that reflects poorly on the student or UMA.

19. Abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computing facilities to interfere with work of another student, faculty member or UMA official.
   e. Use of computing facilities to send obscene or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the UMA computing system.
   g. Introduction, reproduction and/or promulgation of any computer virus.

20. Unauthorized distribution of login information pertaining to coursework, UMA systems and any other UMA-related activities.

21. Abuse of the disciplinary system, including, but not limited to:
   a. Falsification, distortion or misrepresentation of information before a conduct panel.
   b. Disruption or interference with orderly conduct of a conduct proceeding.
   c. Knowingly instituting complaint or conduct proceedings without good cause.
   d. Attempting to discourage an individual’s proper participation in, or use of, the complaint or conduct procedures.
   e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
   f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
   g. Failure to comply with sanction(s) imposed under the Code of Conduct.
   h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.

22. Falsification, distortion, or misrepresentation of externship/practicum timesheets.

23. Misuse of facilities in violation of any UMA Policy or Florida Law, including but not limited to willfully entering a restroom or changing facility designated for the opposite sex on campus, and refusing to depart when directed by any administrative personnel, faculty member, security personnel, or law enforcement personnel as defined in §553.865, Florida Statutes, only with the exception of the following circumstances:
   a. to accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person, or a person with a disability;
   b. for law enforcement or governmental regulatory purposes;
   c. for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
   d. for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
   e. if the appropriately designated restroom or changing facility is out of order or under repair, and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

For purposes of this conduct violation only, "sex" is defined pursuant to §553.865, Florida Statutes only. Any person has the right to file a complaint with the Attorney General alleging that UMA has failed to meet the minimum requirements for restrooms and changing facilities under sections 553.865(4) and (5), Florida Statutes.

Involvement of Law Enforcement
Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the local law enforcement and/or other community resources concurrently. The conduct administrator or designee can provide information about how to contact local law enforcement or other local community resources.
UMA is committed to maintaining an environment that is safe for all members of the UMA community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the conduct administrator for evaluation of any appropriate measures to be taken by UMA to promote security. Complainants may also seek protective, restraining, or “no-contact” orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator so that UMA can cooperate as appropriate in the observation of the order.

UMA may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, UMA may advise external authorities of the existence and status of the Code of Conduct proceedings. UMA cooperates fully with law enforcement and other agencies in enforcing law on UMA property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

PROCEDURES
ARTICLE IV: CONDUCT PROCEDURES

Charges and Hearings
1. UMA investigates all conduct concerns.
2. Upon receiving notice of potential charges, the conduct administrator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and/or if the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as mediation). Mediation will not be used for charges involving alleged sexual misconduct.
   a. The conduct administrator may issue a written conduct warning to a respondent or complainant where the matter is resolved by mutual consent.
   b. The conduct administrator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a hearing. In these cases, the conduct administrator may issue a written conduct guidance to the respondent or take other action as he/she deems appropriate to advise the student regarding the behavior and UMA’s expectations for future conduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing himself/herself or may require a hearing by the conduct panel when he/she believes that such a procedure is in the best interest of UMA. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator, to the Chief Compliance Officer at compliance@ultimatemedical.edu. Conduct members should recuse themselves from the panel prior to the panel if they identify there is a conflict of interest with either the complainant or respondent.
5. Hearings shall be held by a conduct panel per the following guidelines:
   a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
   b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson.
   c. In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
   d. The complainant and respondent have the right to be accompanied throughout the process by any support person they choose. All support person-related expenses are the responsibility of the complainant or respondent. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
   e. UMA, the complainant, the respondent and the conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct panel.
f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator/chairperson.
g. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
h. After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
i. The conduct panel’s determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct.

6. There shall be a single record, such as an audio recording, of all hearings before a conduct panel or conduct administrator. The record shall be the property of UMA. Suspensions, dismissals, and expulsions will be noted in the respondent’s academic record.

7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the available evidence shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.

8. The conduct administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

Sanctions

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that UMA deems appropriate for the conduct in question.
   a. Warning – A verbal or written notice that the respondent has not met UMA’s conduct expectations.
   b. Training – One or more sessions that the respondent is required to complete to UMA’s satisfaction on a required topic.
   c. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the respondent does not comply with UMA policies or otherwise does not meet UMA’s conduct expectations during the probationary period.
   d. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Suspension – Separation of the respondent from UMA for a defined period, after which the respondent may be eligible to return. Conditions for readmission may be specified.
   f. Suspension of Services – Ineligibility to receive specified services or all UMA services for a specified period, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
   g. Dismissal – Separation of the respondent from all UMA locations and eligibility to return at a specified date.
   h. Expulsion – Permanent separation of the respondent from all UMA locations and ineligibility to receive specified or all UMA services.
      i. Ineligibility for Services – Permanent ineligibility to receive specified or all UMA services.
      j. Limiting Order – Restriction on a respondent’s permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by UMA (e.g. for use with allegations of sexual misconduct).

2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g. allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.

3. Other than dismissal and expulsion, disciplinary sanctions shall not be made part of the respondent’s permanent academic record but shall become part of the respondent’s disciplinary record. Upon graduation or permanent separation from UMA, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at UMA’s discretion.

Interim Suspension/Suspension of Services

In certain circumstances, UMA may impose an interim suspension/suspension of services prior to the hearing before a conduct panel.

1. Interim suspension/suspension of services may be imposed:
a. To ensure the safety and well-being of members of the UMA community or preservation of UMA; or
b. If UMA deems that the respondent poses a threat of disruption of or interference with the normal operation of UMA.

2. During the interim suspension/suspension of services, the respondent may be denied access to UMA premises (including UMA Online and Clearwater) and/or all other UMA activities or privileges as identified by the Conduct Administrator for which the respondent might otherwise be eligible, as UMA may determine to be appropriate. In appropriate cases, UMA may notify the complainant of a respondent’s interim suspension status.

Appeals

1. A decision as to a Code of Conduct violation or sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party’s receipt of the determination letter. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing, including documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
   a. To determine whether the original hearing was administered fairly considering the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
   c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.
   d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and finalized.

ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION

Confidentiality
UMA wishes to foster an environment in which individuals feel free to raise and discuss concerns. UMA understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, UMA may be obligated to act when it becomes aware of information relating to a complaint or issue. Confidentiality will be maintained to the extent possible and consistent with UMA’s obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. When possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in UMA’s publicly available record-keeping.

Retaliation
UMA prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.
Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedures published in this catalog, which call for concerns to be directed to UMA Cares at umacares@ultimatemedical.edu. If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the Campus President or designee (Clearwater) or the Vice President, Programs and Academic Affairs or designee (UMA Online), who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant’s future grades, learning, or academic environment. UMA will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

**UMA Site Safety and Security**

Unless otherwise posted, unauthorized use of tobacco products and e-cigarettes on UMA sites (including externship /practicum sites) or at UMA events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to UMA.

Students who witness or are victims of a crime affecting the UMA community should immediately report the incident to local law enforcement in the community in which the campus is located, and to the Campus President or designee (Clearwater) or Vice President, Programs and Academic Affairs or designee (UMA Online). UMA will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other UMA officials such as the Title IX Coordinator.

Given public concern about escalating incidents of school violence, UMA will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the interim suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing UMA’s discretion to take other action which, in UMA’s sole discretion, is necessary or advisable to promote safety and security.

UMA takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, UMA may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person’s welfare. UMA may also work with the person to determine available resources and appropriate next steps.
Page 159 (Insertion)
While graduates will be prepared to take the State of Florida Certified Nursing Assistant (CNA) examination to enhance their employment prospects in certain healthcare settings such as nursing homes, students are not required to sit for this examination. Patient Care Technicians are not a licensed profession in Florida and graduates can work as Patient Care Technicians in many settings without taking or passing the CNA examination.

Addendum for Programs
(Patient Care Technician)
Effective July 1, 2024

Page 169 (Revision)
HM1025 MEDICAL PRACTICE MANAGEMENT SYSTEMS – 4.5 SEMESTER CREDITS
This course provides an introduction to medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed. The student will develop speed and accuracy in keyboarding. Prerequisite: HM1020

Addendum for Course Descriptions
(HM1025)
Effective May 20, 2024

Page 190 (Insertion 2024 - 2025 Charts)

UMA COST OF ATTENDANCE CHARTS (2024 – 2025)

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Addendum for Tuition and Fees
(UMA Cost of Attendance Charts)
Effective December 20, 2023

Page 190 (Revision to UMA Online Charts (2023 - 2024))

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