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ULTIMATE MEDICAL ACADEMY CATALOG VERSION 5.2 ADDENDUM

(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog. This addendum replaces pages 58 – 63.)

Ultimate Medical Academy

Revised 5/13/15

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal, state and accreditation regulations require students make satisfactory academic progress (SAP) to be eligible to receive Federal Student Aid. Schools are required to measure SAP at the end of each evaluation point. SAP measurements include multiple quantitative evaluations (cumulative grade point average, Maximum Time Frame, and Pace of Progress.) In order for a student to meet SAP standards at the first evaluation point, he/she must earn a Cumulative Grade Point Average (CGPA) of 1.5 and demonstrate a minimum Pace of Progress of 62%. To meet SAP standards beyond the first evaluation point, a student must earn a CGPA of 2.0 and demonstrate a minimum Pace of Progress of 67% (normal rounding rules apply, 66.66% rounded to 67%) In addition to these SAP standards, students must demonstrate the ability to complete their program within the Maximum Time Frame (MTF) allowed.

DEFINITIONS:

Academic Plan (AP): A plan which outlines steps the student must complete to achieve Satisfactory Academic Progress.

Cumulative Grade Point Average (CGPA): To remain eligible for Federal Student Aid, students must earn a minimum CGPA of 1.5 at the first evaluation point and a minimum 2.0 CGPA at each subsequent evaluation point. In addition to these criteria, students enrolled in an Associate Degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester). Students who do not meet the 2.0 CGPA at the end of the second academic year must file an appeal to remain in school. Please refer to the SAP Appeal Procedures. The CGPA is calculated by dividing the student's Total Quality Points Earned at UMA by the Total Semester Credits Attempted in the current enrollment by the student at UMA.

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total Semester Credits Attempted}}$$

Evaluation Point: The evaluation point is defined as the period of time in which the student’s satisfactory academic progress is evaluated.

- For online students, regardless of programs, the evaluation point is every 15 weeks.
- For ground students, the evaluation point for all associate degree programs and Dental Assistant with Expanded Functions (Diploma) is every 15 weeks, and the evaluation point for all remaining diploma programs is every 18 weeks.
- Any student in an associate degree program will be evaluated at the end of the second academic year (at the end of the 4th semester) to ensure that the student is maintaining a GPA of 2.0 or above.

Financial Aid/Academic Warning (FA/AD Warning): A school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. The school reinstates Federal Student Aid eligibility for one payment period without an appeal. This status applies to students who were meeting SAP requirements in the prior evaluation period or are in their first evaluation period.

SAP Suspension: A temporary school status that a student is placed in when they fail the second consecutive evaluation period. Student must submit a SAP Appeal to remain in school. If the appeal is approved, the school status is changed to FA/AD Probation. If the appeal is not approved, the student is dismissed.

Financial Aid/Academic Probation (FA/AD Probation): A school status assigned to a student who has successfully appealed SAP Suspension and is eligible for Federal Student Aid for one more payment period or the duration of the Academic Plan.

Pace of Progress (POP): Students must demonstrate a minimum Pace of Progress of 62% at the first evaluation point and maintain a Pace of Progress of 67% (normal rounding rules apply, 66.66% rounded to 67%) at all subsequent evaluation points. Pace of Progress is calculated by dividing the total number of credit hours the student successfully completed by the total number of credit hours the student attempted.

Number of Program Weeks Attempted	Minimum CGPA	Pace of Progress
All Online Programs		
First 15 Week Evaluation Point	1.5	62%
Second and Subsequent 15 Week Evaluation Points	2	67%
Ground A.S. Programs		
First 15 Week Evaluation Point	1.5	62%
Second and Subsequent 15 Week Evaluation Points	2	67%
Ground Diploma Programs		
First 18 Week Evaluation Point (Ground Diploma Programs)	1.5	62%
Second and Subsequent 18 Week Evaluation Points	2	67%
All A.S. Programs are evaluated at the end of the Second Academic Year	2	N/A

Maximum Time Frame (MTF): Federal regulations require students to complete their educational program within 150% semester credits of their published program. For example, if a program is 60 semester credits, students must complete their program in no greater than 90 attempted semester credits. (e.g., 60 credits multiplied by 150%). Maximum Time Frame evaluations occur at the end of each grading period.

Quality Points: Quality Points are determined by assigning a numerical value for the letter grade earned in a course, multiplied by the semester credit hours associated with that course. For example, if you earn an “A” in a 3 semester credit course, you will earn 12 Quality Points for that course (4 x 3 = 12). Please refer to the Grading Systems policy in this catalog for additional quality point information.

SAP Appeal: A process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility. Please refer to the SAP Suspension Appeal Procedures section in this section.

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

The following chart identifies each of the grades utilized by UMA. The chart provides a summary of the overall grade percentage which constitutes each letter grade and the quality points associated with each grade. The chart also provides clarification of which grades are included in credits earned, credits attempted, the CGPA calculation, the POP calculation and the MTF calculation.

Letter Grade	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Included in POP	Included in MTF
A	Outstanding	4.0	Yes	Yes	Yes	Yes	Yes
B	Above Average	3.0	Yes	Yes	Yes	Yes	Yes
C	Average	2.0	Yes	Yes	Yes	Yes	Yes
D	Below Average	1.0	Yes	Yes	Yes	Yes	Yes
F	Failure	0.0	No	Yes	Yes	Yes	Yes
Blank	Incomplete (Online)	-	No	No	No	No	No
EC	Externship Complete (Medical Billing and Coding Programs – Optional Externship Only)	-	No	No	No	No	No
EE	Externship Extension	-	No	No	No	No	No
I	Incomplete (Ground)	-	No	No	No	No	No
NA	No Attendance	-	No	No	No	No	No
NC	Externship Not Complete (Medical Billing and Coding Programs – Optional Externship Only)	-	No	No	No	No	No
NG	No Grade	-	No	No	No	No	No
*NG	No Grade (Applies to students who complete a course, earn a final grade and are administratively removed from the course in special circumstances)	-	No	No	No	No	No
TC	External Transfer Credit	-	Yes	Yes	No	Yes	Yes
TR	Internal Transfer Credit	-	Yes	Yes	No	Yes	Yes
W	Withdraw	-	No	Yes	No	Yes	Yes
	Associated Course	-	Yes	Yes	Yes	Yes	Yes

Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning

A school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet Cumulative Grade Point Average (CGPA) and/or Pace of Progress (POP) SAP standards, the student is placed on Financial Aid/Academic Warning (FA/AD Warning) for the next evaluation period. The student remains eligible to receive Federal Student Aid funding during this evaluation period. No SAP Appeal is required.

Failure to Meet Satisfactory Academic Progress – SAP Suspension

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed on SAP Suspension. Students have ten calendar days, from date of notification of being placed on SAP Suspension to appeal. Students who do not appeal or whose appeal is denied will be dismissed from UMA. Students whose appeal is approved are moved to the status of FA/AD Probation and are eligible to remain in school and receive Federal Student Aid for one additional evaluation period, or the duration of the Academic Plan (which cannot exceed two semesters or 30 weeks online and 30 or 36 weeks for ground depending on the program). Progress of students, who are identified as needing additional time for the length of their appeal, will be evaluated at the end of each grading period. At the end of the additional evaluation period, UMA will recalculate the student's SAP to determine continued Federal Student Aid eligibility. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds.

SAP Appeal is required. Please see SAP Appeal Procedures Section.

If the student's SAP appeal is denied, the student will receive a grade of NG for any courses the student attends but does not complete during the appeal process. The NG grade ensures the student is not charged for classes. The NG grade will not affect SAP, POP or MTF calculations. Upon dismissal, a student will be unregistered from enrolled courses that the student has not attended, and the student will not be charged.

Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)

When UMA determines that students cannot complete their program within Maximum Time Frame (MTF), the students will be dismissed. Students who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who will violate MTF prior to obtaining the required CGPA for graduation also will be dismissed. Students who are dismissed and want to return to the same program are advised they will not regain eligibility for Federal Student Aid assistance. Therefore, these students will become cash-paying students. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement

Students enrolled in an Associate Degree program are required to have a 2.0 CGPA at the end of the second academic year (the end of the 4th semester). Students who do not meet the 2.0 CGPA at the end of the second academic year must file an appeal to remain in school. If a student fails to submit a written appeal within ten calendar days of notification or if the appeal is denied, the student is dismissed. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

SAP Appeal Procedures – Notifications

No later than 15 calendar days from the end of the evaluation point, UMA performs SAP calculations and notifies students who did not meet SAP. Additionally, each student receives written notification of the results of their SAP evaluations and related activities including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- Dismissal from a program for failure to meet SAP requirements
- Approval or denial of SAP appeal
- Return to SAP Met status

SAP Appeal Procedures

All appeals must be documented. Students must complete the appeal form to include the circumstances that interfered with the student's success and how the situation has changed to allow the student to now meet SAP standards. The appeal should explain the circumstances that a student believes could have a bearing on the SAP appeal decision. In addition, the student and the Student Affairs Administrator (online) or Director of Education/Program Director (ground) must prepare an Academic Plan (AP) which outlines specific actions a student must take in order to meet SAP standards.

Acceptable circumstances for a SAP appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Ultimate Medical Academy

UMA considers a student's written appeal, CGPA, POP and attendance records as well as instructor input when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Student Affairs Administrator (online) or Director of Education/Program Director (ground) whether to grant a SAP appeal and allow the student to remain in their program. Students are informed whether or not their SAP appeal is approved or denied in writing. The appeal decision is final.

If an appeal is approved, the reason for approval is documented in the student's academic record. As a condition of a SAP appeal approval, the student must agree to comply with the requirements outlined in an Academic Plan including the timing for students to repeat previously-failed coursework. A student remains in school for the duration of time outlined in their Academic Plan. The student will be evaluated for success at the end of the next SAP evaluation point or as designated in the Academic Plan.

SAP Appeal Procedures – SAP Suspension

Within ten calendar days of the date of the UMA written notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Director of Education/Program Director (ground) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within ten calendar days of being notified of placement on SAP Suspension or the appeal is denied, the student is dismissed.

Students who fail to meet the terms of their Academic Plan are dismissed.

SAP Appeal Procedures – Academic Year Two CGPA Requirement

Within ten calendar days of the date of the UMA written notification to the student regarding failure to maintain a CGPA of 2.0, the student may submit a written appeal and supporting documents to the Director of Education/Program Director (ground) or to the Learner Services Advisor (online). If a student fails to submit a written appeal within ten calendar days of notification, the student is dismissed. If the appeal is approved, the student's school status is changed to Extended Enrollment, and the student is ineligible for Federal Student Aid until a CGPA of 2.0 is met.

SAP Appeal Procedures – Dismissals

Students desiring to enroll in a new program after dismissal from their most recent program or students selecting to reenroll into a program from which they have been previously dismissed must contact a ReEntry Advisor (online) or ReEntry Coordinator (ground) to determine the student's eligibility and requirements to reenter and must submit a SAP appeal for approval. If the student's appeal is denied, the student may not re-enter.

OTHER FACTORS THAT MAY AFFECT SAP

In addition to the final letter grades issued by UMA, there are additional factors which also affect a student's SAP: incomplete grades, non-punitive grades, withdrawal from a course or the school, associated courses and transfer credits, program transfers, and students seeking an additional credential.

An incomplete grade does not affect a student's CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating Satisfactory Academic Progress.

Withdrawing from a course, failing a course, or repeating a course directly affects a student's Satisfactory Academic Progress (SAP) calculation. In each instance, the original course and any attempts to retake a course will be included in the SAP calculation for Maximum Time Frame and Pace of Progress calculations. Students are required to progress through their educational program at a pace of 62% for their first evaluation point and 66.66% (normal rounding rules apply, 66.66% rounded to 67%) for all subsequent evaluation points. Students are required to complete their educational program within 150% of the published program length. Withdrawing or failing a required course necessitates a student to retake the course. The SAP calculation will reflect the original and subsequent course which can lower the Pace of Progress and lengthen the student's time in the program.

A "blank" grade does not affect a student's CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating Satisfactory Academic Progress.

An "EC" externship complete grade is assigned when a student completes a *voluntary* Medical Billing and Coding externship. This grade does not impact cumulative grade point average, pace of progress or maximum time frame calculations nor does it count towards credits attempted.

An "EE" externship extension grade is assigned when a student fails to complete all of the necessary externship hours required by their program within a scheduled grading period. This grade does not impact satisfactory academic progress.

An "NA", no attendance indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact cumulative grade point average, pace of progress, or maximum time frame calculations nor does it count towards credits attempted.

A grade of "NC" externship not complete is assigned when a student does not complete a *voluntary* Medical Billing and Coding externship. This grade does not impact cumulative grade point average, pace of progress or maximum time frame calculations nor does it count towards credits attempted.

A grade of "NG", No Grade does not impact the cumulative grade point average, pace of progress or maximum time frame nor does it count towards credits attempted.

A grade of "*NG" indicates a student who completed a course, earned a final grade in a course and was administratively removed from the subsequent courses in special circumstances. This grade does not impact satisfactory academic progress.

Associated Courses count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP and MTF.

Transfer credits count as attempted and earned in the SAP calculation.

When a student elects to change programs, all shared courses will be associated to the new program and count towards CGPA as well as credits attempted and earned. Associated grades include: A, B, C, D, F, EE, and W.

When a student elects to earn an additional credential, all shared courses will be associated to the new program and count towards CGPA as well as credits attempted and earned. Associated grades include: A, B, C, D, F, EE, and W.

UMA students who complete their academic program requirements and do not have the required 2.0 CGPA to graduate from the program are allowed to retake courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds and will not be charged for tuition. Students who exceed maximum time frame are not eligible to return in an extended enrollment status.

Ultimate Medical Academy

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PHARMACY TECHNICIAN STATE REQUIREMENTS

It is important that the students are aware of their Pharmacy Technician state requirements. There is not one specific requirement for all states. Therefore, students are required to notify UMA and request written authorization (via the Pharmacy Technician Non-enrollment State form) if they plan to move to, or intend to work as a pharmacy technician in any state other than those in which UMA is actively enrolling for the Pharmacy Technician program (a “non-enrollment state”). Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.

The chart below outlines various states and whether or not UMA is accepting students who reside in those states. The definitions below outline the different Enrollment Classifications for the Pharmacy Technician diploma and Health Sciences degree program(s):

- **All Enrollment State** – a state where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Associate of Science in Health Sciences - Pharmacy Technician program or the Pharmacy Technician diploma program.
- **Reentry State** – a state where UMA is allowing students to enroll who previously attempted and are seeking to re-enter the diploma or Associate of Science in Health Sciences – Pharmacy Technician programs
- **Reenroll State** – a state where UMA is accepting students who have graduated from the UMA Pharmacy Technician diploma program and are attempting to reenroll in the Associate of Science in Health Sciences - Pharmacy Technician program
- **Non Enrollment State** – a state where UMA is not currently enrolling students in the diploma or Associate of Science in Health Sciences – Pharmacy Technician programs

All Enrollment State	Reentry States	Reenroll States	Non Enrollment State
Alabama	Mississippi	California	District of Columbia
Alaska		Connecticut	Louisiana
Arizona		Idaho	Maryland
Arkansas		Kansas	Massachusetts
Colorado		Maine	Michigan
Delaware		New Hampshire	Minnesota
Florida		New York	Montana
Georgia		North Carolina	Nevada
Hawaii		Ohio	North Dakota
Illinois		Rhode Island	Oklahoma
Indiana		South Dakota	Oregon
Iowa		Tennessee	Puerto Rico
Kentucky		Vermont	South Carolina
Missouri		Virginia	Utah
Nebraska		Wyoming	Washington
New Jersey			West Virginia
New Mexico*			
Pennsylvania			
Texas			
Wisconsin			

*Students residing in New Mexico are not eligible to enroll in the Associate of Science in Health Sciences – Pharmacy Technician program.