ACHS Program Catalog

2019-2020
PLEASEx NOTE:

Policies and Schedules May Change: This publication is certified as true and correct in content and policy as of the date of publication. The College, however, reserves the right to make changes of any nature to tuition and fees, program requirements, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are announced officially and posted.

Consult the American College of Healthcare Sciences website at www.achs.edu for a current college calendar, application deadlines, and other up-to-date program and event information. Holiday hours can be found online at http://achs.edu/contact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Non-Discrimination/Anti-Harassment Policy Statement: American College of Healthcare Sciences is committed to equal opportunity and equal treatment for all qualified individuals. The College does not discriminate nor will it tolerate discrimination against any person because of age, gender, gender-identity, color, race, national origin, religion, sex, sexual orientation, marital status, disability, veteran status, or any other class protected by law. The College will not tolerate anyone being subjected to harassment (including all forms of sexual harassment and sexual violence) under any program or activity of the College, regardless of whether such program or activity occurs on campus or off campus.

The following person has been designated to handle inquiries regarding the College’s non-discrimination policies: Tracey Abell, ACHS Title IX Coordinator, Chief Operating Officer; office located at 5005 SW Macadam Avenue, Portland, Oregon 97239;
Materials for Educational Purposes Only:
ACHS course materials and any recommendations in them or made by professors or staff are provided for educational purposes only and are not intended to replace diagnosis and treatment by a licensed medical practitioner. ACHS offers the materials in good faith, believing them to be historically accurate as of the last revision date. Because the use of the materials by others is outside ACHS’s control, however, ACHS does not guarantee the effectiveness of this information nor assume any liability for the use or misuse of this information. ACHS certificates, diplomas, and degrees are not a license to practice medicine and do not entitle graduates to licensure. Graduates must not represent themselves as licensed medical practitioners nor claim to treat, diagnose, cure, or prescribe unless otherwise so licensed and must comply with all state regulations that may apply to their practice, including any required state registration.

Classes are conducted primarily online and may be offered at the Oregon or Hawaii campuses (addresses where campus classes would be held are provided below).

Contact Info:

Main Campus: 5005 SW Macadam Avenue, Portland, OR 97239
Kona, HI Campus: 81-958 Halekii Street, Suite 5C, Kealakekua, HI 96750

All campuses can be reached at:
503.244.0726 or 800.487.8839 • Fax: 503.244.0727 • achs@achs.edu • www.achs.edu
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About ACHS

ACHS has a long and storied history as an industry leader in holistic health education worldwide. Learn more about ACHS's history since its inception in 1978 at https://achs.edu/about-us.

With each new year, ACHS continues to expand its curricula and student support services to offer an engaging learning experience to students, blending the support and learning advantage of a traditional semester schedule with the flexibility of fully online degrees.

We welcome graduates, students, prospective students, and visitors anytime during regular business hours. We love to show prospective and current students around the ACHS Botanical Teaching Garden (located at 5940 SW Hood Avenue, just a few blocks from the main campus)—or even take them for a walk down to the river!

View directions to our Portland campus at https://achs.edu/about/achs-campus-tour.

**Emails**

Following is a contact list for key administrative staff and College departments.

The key administrators listed below represent the line of authority at ACHS:

- Dorene Petersen, President dorenepetersen@achs.edu
- Tracey Abell, Chief Operating Officer traceyabell@achs.edu
- Kate Harmon, Chief Marketing Officer kateharmon@achs.edu

College Departments:

- Admissions: admissions@achs.edu
- Apothecary Shoppe College Store: apothecary@achs.edu
- Business Office: businessoffice@achs.edu
- Center for Excellence in Teaching, Technology, and Assessment: cetta@achs.edu
- ACHS Faculty: faculty@achs.edu
- Financial Aid: financialaid@achs.edu
- Registrar's Office: registrar@achs.edu
- Student Services: stuserv@achs.edu

Full staff bios, including experience and degrees held, can be found at https://achs.edu/about-us/achs-faculty-staff.
Email is a convenient and fast way to communicate, but please remember:

- Email is not infallible and may be delayed en route or not reach its intended destination. If you have an urgent question, please call ACHS during College hours instead—Monday through Friday, 8:30 a.m. to 5:30 p.m., Pacific time.
- Spam filters may reject legitimate emails and real addresses.
- Emails are answered in the order they are received, so the time it takes us to respond to email depends on the numbers of emails we receive. However, we try to respond to all email within 48 hours. If you do not receive an answer to your email within 48 hours, call us at 800.487.8839. We will never ignore emails. If a question will take longer to research, we will always reply that we are looking into the inquiry.
- Student emails are archived with student records.
- Please follow standard “netiquette” guidelines when writing emails. There are detailed guidelines online in the ACHS Student Center.

Please use the following email addresses and phone numbers to ensure that you receive the fastest possible reply:

- For Student Services, including questions about policies, extensions, exam procedures, or other student inquiries: email stuserv@achs.edu
- For all account information, graduation questions, course materials, and payment details: email registrar@achs.edu. Please do not send your credit card number via email as email is not secure.
- To make a payment, please visit https://achs.edu/student-services/make-payment or call the Business Office at 800.487.8839.
- For all other administrative questions: email achs@achs.edu
- For questions about your studies or assessments, please email your professor directly (see below).
- For help with your online Canvas classroom: call 844.889.5681.
- If you do not know where to send your message: email achs@achs.edu

Faculty

Please visit us online at https://achs.edu/about-us/achs-faculty-staff for a full listing of ACHS faculty, including bios and photographs. All faculty can generally be reached by email at firstnamelastname@achs.edu or email faculty@achs.edu if you are not sure where to send your inquiry.

Telephone

All ACHS staff may be reached at 800.487.8839 (toll free) or 503.244.0726 (local) during normal business hours of Monday through Friday, 8:30 a.m. to 5:30 p.m., Pacific time.
ACHS Offerings

ACHS offers a wide range of undergraduate and graduate integrative health and wellness programs. ACHS programs blend the support and learning advantage of a traditional semester schedule with the flexibility of online education.

Academic Credit

All credits awarded are semester credits. ACHS complies with the U.S. Department of Education Federal Regulations, 34 CFR 602.24 Credit-Hour policies and OODA OAR 583-030-0035(5), to accurately assign and measure student effort by:

- Using established policies and procedures for determining the credit hours (as defined in 34 CFR 600.2)
- Assigning credit hours that conform to commonly accepted practices in higher education (as outlined in 34 CFR 668.8)
- Regularly evaluating credit hours (sampling, etc.) to ensure compliance with paragraph (f)(1)(i)(B) of 34 CFR 602.24
- Using an established process to appropriately address any deficiencies that are identified as part of its review and evaluation process under paragraph (f)(1)(i) and (ii) of 34 CFR 602.24

Under the Carnegie Unit and Student Hour system, one credit is equivalent to 45 hours of student work. Thus, a three (3)-credit course incorporates approximately 135 hours of student work.

Undergraduate Programs

ACHS offers undergraduate certificate, diploma, and degree programs including associate and bachelor degrees.

General Education Courses

General education courses are designed to give students foundational skills necessary to be a productive member of society and a successful professional. General education courses focus on a broad set of skills such as writing, critical thinking, problem-solving, effective communication, and working with teams, as well as a wide variety of subject areas such as history, mathematics, philosophy, ethics, and humanities. These foundational skills help students think critically about the world around them, communicate effectively, and define their evolving place in the world. General education courses are typically outside of the student’s concentration or major. View general education courses online at https://achs.edu/academics/general-education.
About ACHS

Graduate Programs

ACHS offers graduate certificate and masters degree programs.

Professional Continuing Education Courses

The ACHS Department of Continuing Education offers short, on-demand courses that are approved for continuing education hours for massage therapists, Registered Aromatherapists (RAs™), Registered Herbalists (RH), registered nurses, pharmacists, naturopaths, and veterinarians. Continuing education courses do not award credit towards certificates, diplomas, or degrees.

Study Abroad Programs

ACHS’s rewarding experiential study abroad programs provide an invigorating blend of lectures, workshops, and tours of the surrounding areas. Students join a group of like-minded adults in exploring historically significant areas while expanding their theoretical and practical knowledge of the subjects studied. Students also experience cultural tours with time to enjoy the idyllic setting ACHS seeks out to enhance each student’s study experience. Learn more about upcoming study abroad opportunities at https://achs.edu/study-abroad.
Welcome to ACHS

Accredited by the Distance Education Accrediting Commission (DEAC), ACHS is a leader in providing online, research-oriented holistic health education and is committed to making learning more accessible and convenient. ACHS supports a diverse community of learners, including healthcare professionals, military students, stay-at-home parents, and lifelong learners. We’ve seen this mission come alive in the success of our graduates, the enthusiasm of our students, and the passion of our staff and faculty.

All of us at ACHS celebrate the achievements made possible by our committed team of staff and faculty, and of course, the passion of each and every one of our students and graduates! Highlights of our proudest moments include being named number three of 100 Best Green Workplaces in Oregon in 2019 by Oregon Business magazine and attaining Certified B Corporation® status in 2016. Learn more about our institutional milestones at https://achs.edu/about-us/awards.

Our graduates, students, advisory council, faculty, staff, and board of directors provide the inspiration behind our comprehensive programs and curricula as well as our dedication to excellence in student and alumni support.

We all look forward to working with you and inspiring you on your journey toward graduation!
About ACHS

ACHS Mission and Vision

Mission

To provide leadership in holistic health education through comprehensive professional online and on-campus education and high quality natural products with a commitment to sustainable practices and principles.

Vision Statement

Through our mission, ACHS fosters competence, professionalism, and cooperation in holistic healthcare and works to preserve and share knowledge in natural medicine. We will achieve our objectives through a set of values that respect our students, customers, employees, suppliers and community, and to operate with integrity that is deserving of their trust.

Objectives

Through our mission, ACHS will foster competence, professionalism, and cooperation in holistic healthcare, and preserve and share knowledge in natural medicine. Our objectives are attained through constant assessing, review, and improvement through our outcomes assessment program.

Values

We will achieve our objectives through a set of values that respect our students, customers, employees, suppliers and community, and to operate with integrity that is deserving of their trust.

Institution Values and Beliefs

- We believe that excellence is an essential means of sustaining our values in a competitive marketplace.
- We believe in an ongoing commitment to innovation and learning. We will create optimal environments for effective teaching and learning by experimenting with and assessing methods that help students develop independent motivation to conduct inquiry, construct knowledge, develop sound judgment, and engage in self-reflection.
- We will reinforce a strong institution-wide culture of scholarship and creativity that extends to students, alumni, staff, and faculty.
- We will embrace appropriate and effective technologies that will measurably improve information access and management, student learning, scholarship, administration, and the institution’s overall effectiveness.
- We believe that we have a responsibility to cultivate the best relationship possible with our students, alumni, staff, faculty, vendors, agents, and
community.

- We believe in providing employees and students with a safe, fulfilling, and healthy environment, and an opportunity to grow and learn. We will value the different gifts, contributions, and perspectives that each individual brings to our institution. We will build an inclusive, cohesive, and engaging campus community by renewing institutional commitments to equitable compensation, appropriate employee recognition, and the enrichment of intellectual and social life.
- We will conduct our business in a socially and environmentally responsible manner, practicing responsible environmental stewardship and applying sustainable methodologies to all resources, including financial, operational, human, and environmental.
- We believe in bettering our entire community and will make meaningful contributions to the public good through community partnerships, community education, and outreach.
- We believe in cultivating ethical understanding and behavior through exploration of professional and social responsibility and principled decision-making.
- We will enhance the quality and enrich the composition of the student body through innovative recruitment and selection methods, as well as dedicated commitment to increasing engagement and persistence.
- We will maintain programs that promote the enrollment and retention of students who demonstrate their ability to succeed.
- We will develop global perspectives and connections by providing student and faculty experiences abroad and educational partnerships.
- We will demonstrate our desire for quality in meeting our mission by conducting an effective institutional research and planning program for the purpose of constant improvement and to support research-based claims of effectiveness in internal and external communities and agencies.

Social and Environmental Responsibility at ACHS

Maintaining the health and vitality of our world is the everyday responsibility of everyday people. ACHS is committed to promoting sustainability through the education we offer and our ongoing campus and student initiatives. We believe that we can all have an impact on our communities through small, local initiatives that each of us can commit to, promote, and educate about.

ACHS also seeks independent assessment of its sustainability initiatives and environmental stewardship programs. Highlights of our achievements include:

- Certified B Corporation® ([http://achs.edu/b-corp-certification](http://achs.edu/b-corp-certification))
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- Certified as a Gold Business by Green America (https://www.achs.edu/achs-and-apothecary-shoppe-re-certified-green-america-gold-certified-businesses)
- Learn more about ACHS’s Green Campus, community sustainability initiatives, and staff sustainability activities at https://www.achs.edu/achs-green-campus.

Apothecary Shoppe College Store

The ACHS Apothecary Shoppe College Store is the ACHS bookstore and stocks the textbooks and materials required for ACHS’s academic courses. All required and recommended textbooks and materials are detailed on the ACHS website under each course description at https://www.achs.edu/academics.

The Apothecary Shoppe is an Oregon Tilth Certified Organic facility and is open to ACHS students, graduates, and the public. The Apothecary Shoppe specializes in high-quality tools and organic supplies for wellness recommended by staff and faculty so that students and graduates can prepare their own natural health products and remedies. Learn more about our Quality Promise at http://www.apothecary-shoppe.com/pages/the-quality-promise.

ACHS and the Apothecary Shoppe prioritize environmental stewardship and donates 2% of essential oil sales annually to support soil to oil global sustainability initiatives. Learn more at https://achs.edu/news/achs-helps-nepalese-essential-oil-producers-turn-oil-water.

Shop online at www.apothecary-shoppe.com.
ACHS Institutional Learning Goals

The Institutional Learning Goals represent intended accomplishments of the College. They closely relate to program goals and course learning outcomes; course learning outcomes represent what students should learn in a specific course. The institutional Outcomes Achievement Plan measures whether the institution is achieving that which it has set out to do.

Institution-wide Learning Goals

All ACHS students and graduates will:

- Embrace the philosophy of integration of integrative health and wellness, encompassing the whole person and foundation of lifestyle change
- Develop diverse perspectives on wellness to encourage creative problem solving to achieve balance and wellness
- Develop skills of critical analysis and reasoning
- Develop communication skills, including expressing quantitative ideas and facts effectively in writing and orally
- Demonstrate professionalism, integrity, and ethical and social responsibility
- Cultivate a sense of connection and involvement, including a willingness to volunteer and give back to appropriate community groups
- Cultivate a worldview in which values, goals, strategies, initiative, and relationships are positively developed, and that emphasizes sustainability of all resources, including environmental stewardship
- Add to the culture of academic integrity and learning at ACHS

Undergraduate Institutional Learning Goals

Undergraduate students at ACHS will:

- Complete coursework in which they are exposed to new knowledge, new perspectives, and new skills
- Develop a sense of career goals, strategies, and accomplishments that build on their gifts, talents, education, and special interests
- Develop the ability to use an online college library and to retrieve data from a variety of sources, including reliable online sources
- Develop a professional relationship with at least five different faculty members who have been able to advise, motivate, and direct their learning activities
- Develop peer relationships with fellow students throughout their studies that are constructive and supportive of their learning and engagement, and learn how to effectively interact with other adults in a learning situation
- Acquire extensive knowledge, perspective, and skill in areas of their major,
About ACHS

which can be utilized in a job situation and in their life in general

Graduate Institutional Learning Goals

Graduate students at ACHS will:

• Develop quantitative skills, including comprehending and analyzing scientific texts, interpreting research using the scientific method, and accessing and making effective use of quantitative information
• Demonstrate a commitment to contributing value to the industry through a research-based, scholarly approach to CAM and multiple research and writing projects
• Maximize the innovative use of information and research, and set the groundwork for advancement in both
• Demonstrate an in-depth, advanced knowledge base in their major that maximizes the innovative use of information that reflects the current theories, best practices, and research in preparation for application or further research
• Pursue intellectual integration, similarities and differences, and engage in dialogue and debate across disciplines
Accreditation & Affiliations

American College of Healthcare Sciences is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, DC, 20036, 202.234.5100, http://www.deac.org. DEAC is recognized by the U.S. Department of Education and by the Council for Higher Education Accreditation (CHEA). ACHS achieved initial accreditation with DEAC after a rigorous two-year review process in 2003 and is re-accredited every five years.

You can feel confident in choosing ACHS for your holistic health education. Our programs and administration have been rigorously evaluated and found to meet national accreditation standards. ACHS is one of the only accredited colleges offering a masters degree program in complementary alternative medicine fully online. For more information about DEAC and our accreditation, please visit https://achs.edu/about-us/accreditation-state-authorization.

Articulation Agreements

Articulation agreements are established to help students make a smooth transition between colleges and programs without duplicating coursework. Articulation agreements may help students save time and money when transferring from one institution to another. Articulation agreements may also facilitate the review and approval of prerequisite requirements for admissions to select programs.

ACHS’s goal is to create pathways for students to successfully transfer between institutions and maximize credits toward their academic degrees. To that end, ACHS has entered into several articulation agreements to assist our students in pursuing their field of study or transferring to another institution after they complete their program.

Learn more about ACHS’s articulation agreements at https://achs.edu/academics/articulation-agreements.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Acceptance of degrees or credits from accredited institutions is determined by the policy of the receiving organization. Accreditation is not a guarantee that credit will transfer to any college or university. ACHS does not guarantee any transfer of credit.

The transferability of credits you earn at ACHS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of ACHS credits,
certificate, diploma, or degrees you earn from ACHS is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, diploma, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ACHS to determine if your credits, certificate, diploma, or degree will transfer.

Visit [https://achs.edu/transfer-credit](https://achs.edu/transfer-credit) to view a list of institutions that have accepted ACHS transfer of credit.

**State Authorization**

ACHS is a business 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 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 255 Capitol St NE, 3rd Floor, Salem, OR 97301.

ACHS is a business unit of a corporation and is authorized by the Hawaii Department of Commerce and Consumer Affairs to offer and confer the academic degrees and certificates described herein, in compliance with HRS §305J and contingent upon continued DEAC accreditation. Inquiries concerning the standards or school compliance may be directed to the Department of Commerce and Consumer Affairs, Hualalai Center, Room C-309, 75-170 Hualalai Road, Kailua-Kona, HI 96740.

ACHS is a member of the State Authorization Reciprocity Agreement (SARA) and is authorized to provide distance education to students in any SARA member state. ACHS also remains in compliance with federal and state regulations that govern the offering of online programs in non-SARA states and territories.

For students who reside in California: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be direction to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: 916.431.6959, Fax: 916.263.1897

Regulations vary by state. Please review regulatory information and professional licensing requirements in your state of residence. Comprehensive information about ACHS's state authorization status across the U.S. and its territories can be found at [https://achs.edu/about-us/accreditation-state-authorization](https://achs.edu/about-us/accreditation-state-authorization).
About ACHS

Ownership

ACHS is a 100% privately held corporation under the legal name American College of Healthcare Sciences, Inc.

Board of Directors

Full biographical information for all directors is available at http://www.achs.edu:

- Dorene Petersen, BA, Dip.NT, Dip.Acu, RH (AHG)
- Erika Yigzaw, B.Com, LL.B. (Hons)
- Debbie Parigian, BA, CPA
- Clyde B. Jensen, PhD
- Judith Starr

ACHS Institutional Review Board

The ACHS Institutional Review Board (IRB) is responsible for ensuring that research conducted with human participants complies with Department of Health and Human Services (HHS) requirements.

Primarily, the IRB will ensure:

1. Compliance with the Code of Federal Regulations (CFR), Title 45, Part 46
2. Research is conducted in accordance with the principles outlined in the Belmont Report: http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html

The ACHS IRB reviews proposed studies for safety and ethical concerns related to information about study subjects. Students’ proposal quality and scientific merit are subject to the approval of faculty and the academic dean. Learn more and view current members online at https://achs.edu/about-us/achs-governance.

ACHS Program Advisory Councils

We are fortunate to have some of the most prestigious members in the holistic health industry on our program advisory councils (PACs).

Members are experts in health and wellness including aromatherapy, herbal studies, general education, integrative health sciences, and holistic nutrition.

View PAC members online at https://achs.edu/about-us/achs-governance.
About ACHS

Continuing Education Approvals

Information about ACHS’s continuing education approvals and on-demand course offerings is available online at https://learn.achs.edu/.

View ACHS’s continuing education approvals at https://www.achs.edu/ce-approvals.

Industry Recognition

ACHS is continually working to improve educational standards and industry support for our students and graduates by maintaining and fostering strong ties to the natural health community. View information about ACHS’s industry recognition at https://www.achs.edu/achs-industry-recognition.

Memberships

ACHS is a member of many industry and professional organizations. View more information about ACHS’s memberships at https://www.achs.edu/memberships-industry-recognition.

Consumer Disclosures

ACHS publishes consumer disclosures to help educate all ACHS constituents about institutional services, programs, and successes in compliance with federal, accreditation, and state requirements. Details about specific disclosures are provided below. You can view additional disclosures at https://www.achs.edu/consumer-disclosures.

Gainful Employment

ACHS provides information about the educational debt, earnings, and completion rates of students who attended the following Title IV eligible programs at ACHS:

- Certificate in Aromatherapy (http://files.achs.edu/resource/gedt_ca/gedt_ca.html)
- Certificate in Herbal Retail Management (http://files.achs.edu/resource/gedt_chrm/chrm_gedt.html)
- Certificate in Integrative Health & Fitness Training (http://files.achs.edu/resource/gedt_cihft/cihft_gedt.html)
- Certificate in Iridology Consulting
• Certificate in Natural Products Manufacturing
  (http://files.achs.edu/resource/gedt_cnpm/cnpm_gedt.html)
• Certificate in Wellness Consulting
  (http://files.achs.edu/resource/gedt_cwc/cwc_gedt.html)
• Diploma in Aromatherapy
  (http://files.achs.edu/resource/gedt_da/da_gedt.html)
• Diploma in Holistic Health Practice
  (http://files.achs.edu/resource/gedt_dhhp/dhlp_gedt.html)
• Associate of Applied Science in Complementary Alternative Medicine
  (http://files.achs.edu/resource/gedt_aascam/aascam_gedt.html)
• Bachelor of Science in Holistic Nutrition
  (https://files.achs.edu/resource/gedt_bshn/bshn_gedt.html)
• Bachelor of Science in Integrative Health Sciences
  (https://files.achs.edu/resource/gedt_bsihs/bsihs_gedt.html)
• Master of Science in Aromatherapy
  (http://files.achs.edu/resource/gedt_msa/msa_gedt.html)
• Master of Science in Complementary Alternative Medicine
  (http://files.achs.edu/resource/gedt_mscam/mscam_gedt.html)
• Master of Science in Health and Wellness
  (http://files.achs.edu/resource/gedt_mshw/mshw_gedt.html)
• Master of Science in Herbal Medicine
  (http://files.achs.edu/resource/gedt_mshm/mshm_gedt.html)
• Master of Science in Holistic Nutrition
  (http://files.achs.edu/resource/gedt_mshn/mshn_gedt.html)

ACHS’s gainful employment disclosures can also be viewed on each program page online under Academics at https://achs.edu/achs-academics and in ACHS's Consumer Disclosures at https://achs.edu/gainful-employment-disclosures.

State Licensing Requirements

Registration and licensing requirements vary by state. ACHS certificates, diplomas, and degrees are not a license to practice medicine and may not entitle graduates to licensure. Graduates must not represent themselves as licensed medical practitioners nor claim to treat, diagnose, cure, or prescribe unless otherwise so licensed and must comply with all state regulations that may apply to their practice, including any required state registration. Learn more about licensing requirements for professions in the holistic health and wellness industry at https://achs.edu/state-licensing-requirements.
**Professional Disclosures**

**Aromatherapy & Nutrition**

As part of the admissions process, students are required to read and sign disclosures regarding the safe practice of aromatherapy as well as nutrition licensing and professional requirements for students in programs that cover these topics. View more information at [https://achs.edu/state-licensing-requirements](https://achs.edu/state-licensing-requirements) or contact ACHS Admissions at admissions@achs.edu or 800.487.8839.

**Student Identity Verification**

ACHS is committed to ensuring that the admitted student is the same student who completes all ACHS coursework and assessment and is the same student who is awarded credit. ACHS's student identity verification policy and practices begin with the admissions process and continue throughout the student’s education to graduation.

Upon enrollment, ACHS requires students to provide a copy of a valid government-issued ID. This ID is kept in the student’s permanent academic record and referenced for identity verification during proctored final exams.

In addition, students are required to answer security questions upon enrollment. These security questions appear, at random, in course final exams, and are used to verify the student’s identity before staff are able to discuss or release any personally identifiable information.

Please also see the ACHS Proctoring Policy for additional information.

**Faculty Office Hours**

Students may contact their professors at any time via their Canvas course site and the Professor's Inbox (Canvas email), Virtual Office, discussion boards, course announcements, or other interactive course components. ACHS expects faculty to respond to students within 24 to 48 hours. ACHS faculty are expected to check their online classroom for messages, assignments, and discussion comments six days a week. Students may call, write, fax, or email professors, ACHS, or the President at any time. ACHS faculty may also post specific hours they are online or in the online classroom.

**About ACHS Faculty**

Our highly-trained faculty are carefully selected and monitored for their technical and clinical expertise, the quality of their care and attention to each student, and their teaching experience. Professors focus on providing a highly experiential, interactive experience incorporating up-to-date educational training and the best
practices of adult learning. All ACHS faculty are overseen and reviewed by Program Chairs and the Academic Dean.

Full biographical information for all faculty is available at http://achs.edu/faculty-and-staff. Faculty join the ACHS team throughout the year and are added to this Program Catalog annually. Please refer to the online faculty listings for the most current faculty roster.

ACHS Faculty

**Nicole Betschman, BS, BS, MA, CHES, PhD, Integrative Health & Wellness Program Chair and Professor (Integrative Health)**

- Bachelor of Science in Biology, with a minor in Science, Bowling Green State University
- Bachelor of Science in Health Education and Promotion, East Carolina University
- Master of Arts in Health Education, East Carolina University
- Doctor of Education, AT Stills University

**Judith Boice, ND, LAC, FABNO (Aromatherapy)**

- Master of Acupuncture and Oriental Medicine, Oregon College of Oriental Medicine
- Doctor of Naturopathic Medicine, National University of Natural Medicine
- Bachelor of Arts in Music Performance and Environmental Studies, Oberlin College

**Torey Browne, BA, MA (General Education / Business)**

- Bachelor of Arts in Human Communications, Marylhurst University
- Master of Arts in Interdisciplinary Studies, Marylhurst University

**Jerry Cronin, BS, DC (Integrative Health)**

- Bachelor of Science, Regents University (now Excelsior)
- Doctor of Chiropractic, Life University

**Helen Delfakis, BS, MS, RD (Holistic Nutrition)**

- Bachelor of Science in Home Economics with a major in Human Nutrition and Dietetics, University of Arizona
- Master of Science of Dietetics, University of Arizona
About ACHS

Cynthia DuVal, BS, MA (General Education)
- Master of Arts in Education, University of California
- Bachelor of Arts in Psychology, University of Oregon

Paz Etcheverry, BS, MS, PhD (Holistic Nutrition)
- Bachelor of Science in Food Science, Cornell University
- Master of Science in Food Science & Nutrition, North Carolina State University
- Doctor of Philosophy in Food, Science & Technology, Cornell University

Brandy Ferrara, MS, DC (Integrative Health)
- Master of Science in Human Nutrition, University of Bridgeport
- Doctor of Chiropractic Medicine, National University of Health Sciences

Stephanie Gregg-March, BS, M.Ed. (General Education)
- Bachelor of Science, Psychology, Sam Houston State University
- Master of Education, Instructional Leadership, Sam Houston State University

Deryl Gulliford, BS, MS (Integrative Health)
- Bachelor of Science in Allied Health Professions with distinction in Respiratory Technology, Ohio State University
- Master of Science in Community Health, University of Cincinnati

Shawn Hallum, AS, BS, MS, Spa Management Program Chair and Professor (Spa Management)
- Bachelor of Science in Sports Management, California University of Pennsylvania
- Master of Science in Complementary Alternative Medicine, American College of Healthcare Sciences

Sarah Hojnacki, MS, RDN (Holistic Nutrition)
- Bachelor of Science, LBS Nutrition Sciences, Michigan State University
- Master of Science in Human Nutrition, Michigan State University

Lori Holdren, General Education Program Chair and Professor
(General Education)

• Doctor of Philosophy, Curriculum and Instruction: Mathematics Education, University of South Florida
• Master of Arts in Mathematics, The University of Arizona
• Bachelor of Science in Mathematics, Stockton University

Anisa Kassim, BA, MPH, MTOM, CHES (Integrative Health)

• Bachelor of Arts in Psychology and Social Behavior, University of California Irvine
• Master of Public Health in Health Behavior and Health Education, University of North Carolina-Chapel Hill
• Master of Traditional Oriental Medicine, Emperor’s College of Traditional Oriental Medicine

Margaret LaPierre, BS, HHP, Cert. Aroma., LME, LEI (Spa Management)

• Bachelor of Science in Health and Wellness, Kaplan University

Amanda Lattin, BA, MAT, Dip. Aroma., MH, RA, Aromatherapy Program Chair and Professor (Aromatherapy)

• Bachelor of Arts in Chemistry, Huntingdon College
• Master of Arts in Teaching, Lewis and Clark College

Santiago Lorenzo, PhD (Integrative Health)

• Bachelor of Arts in Exercise and Movement Science, University of Oregon
• Master of Science in Human Physiology, University of Oregon
• Doctor of Philosophy, Human Physiology, University of Oregon

Oleg Maksimov, PhD (Aromatherapy, Integrative Health, General Education)

• Bachelor of Science in Chemistry, City College of New York.
• Master of Philosophy with a major in Chemistry, City University of New York
• Doctor of Philosophy with a major in Chemistry, City University of New York

Susan Marcus, PhD, Dean of Business and Professor (Business)

• Doctor of Philosophy, Systems Science and Business Administration,
About ACHS

Portland State University
- Master of Business Administration, Portland State University
- Master of Science in Education: Policy Foundation and Administration, Portland State University

Jacqui McGrath, ND (Herbal Studies)
- Bachelor of Arts in Anthropology, University of Florida
- Doctorate in Naturopathic Medicine, National University of Natural Medicine

Tina McLeod, BS, MS, DC (Integrative Health)
- Bachelor of Science, University of Wisconsin
- Master of Science, Logan University
- Doctor of Chiropractic, Palmer College

Catrina Mianecki, Cert. Aroma., BS, LAc, MEd, MS, Cert. Aroma. (Aromatherapy)
- Bachelor of Science in Social Work, University of Wisconsin-Milwaukee
- Master of Education with a major in Vocational Education, Colorado State University
- Master of Science in Oriental Medicine, Southwest Acupuncture College

Julie Moreschi, BS, MS (Holistic Nutrition)
- Bachelor of Science in Home Economics, Bradley University
- Master of Science in Clinical Nutrition, Rush University

Marleigh Noska, BA, BSN, MA (General Education)
- Bachelor of Arts in Psychology and English, University of New Mexico
- Bachelor of Science in Nursing, Oregon Health and Science University
- Master of Arts in English, University of Washington

Nolan Noska, BA, ND (Integrative Health)
- Bachelor of Arts in Music, DePaul University
- Doctor of Naturopathic Medicine, National University of Natural Medicine

Dorene Petersen, BA, Dip.NT, Dip.Acu, RH (AHG), ACHS President (Integrative Health, Aromatherapy)
- Diploma in Natural Therapeutics from the South Pacific College of Natural
Teri Rada, BS, ND (Integrative Health)

- Bachelor of Science in Nursing, Armstrong Atlantic State University
- Doctor of Naturopathic Medicine, Southwest College of Naturopathic Medicine and Health Sciences

Abbey Skinner, BS, MIFHI, HHP (Holistic Nutrition)

- Bachelor of Science in Alternative Medicine, Everglades University

Scott Stuart, LAc, BS, MAcOM, Herbal Medicine Program Chair and Professor (Herbal Studies)

- Bachelor of Science in Journalism, University of Oregon
- Master of Acupuncture and Oriental Medicine, Oregon College of Oriental Medicine

Lisa Warman, BS, MLS (General Education)

- Bachelor of Science in Communication & Media Studies-Other, Florida State University
- Master of Liberal Studies, Rollins College

Full biographical information for all staff is available at https://achs.edu/about-us/achs-faculty-staff.
## Executive Staff

**Dorene Petersen, BA, Dip.NT, Dip.Acu, RH (AHG), President**  
dorenepetersen@achs.edu

**Tracey Abell, BS, MS, Chief Operating Officer**  
traceyabell@achs.edu

**Tanja Kaneshiro, BA, BS, Executive Assistant to the President**  
tanjakaneshiro@achs.edu

**Audra Turner, BA, Executive Assistant**  
audraturner@achs.edu

**Amy Price, BS, Bookkeeper**  
amyprice@achs.edu

## Marketing Staff

**Kate Harmon, Chief Marketing Officer**  
kateharmon@achs.edu

**Penny Platt, AAS, Art Director**  
pennyplatt@achs.edu

**Andrew Pierson, BS, Website Coordinator and Graphic Designer**  
andrewpierson@achs.edu

## Academics & Instructional Technology

**Nathan Phillips, BA, MA, PhD, Chief Information Officer**  
nathanphillips@achs.edu

**Cameron Asmussen, BS, Instructional Designer**  
cameronasmussen@achs.edu

**Ashley Ehmig, MLS, Director of Library Services and Instruction**  
asheyehmig@achs.edu
About ACHS

Office of Student Success (Student Services)

Heather Baley, BA, Cert. Aroma., Dean of Students
heatherbaley@achs.edu

Joel Strimling, Senior Student Advisor joelstrimling@achs.edu

Melissa Trujillo, BS, MS, MAR, Student Advisor
melissatrujillo@achs.edu

Emily Ver dusco, Student Support Advisor
emilyverdusco@achs.edu

Office of Admissions

Amy Swinehart, BA, Dean of Admissions amyswinehart@achs.edu

Amanda Heller Donaca, BS, MBA, Associate Dean of Admissions and Military Education Coordinator amandaheller@achs.edu

Molly Sykes, BA, MS, Senior Admissions Advisor
mollysykes@achs.edu

Michael Marney-Brusstar, Admissions Assistant
michaelmarneybrusstar@achs.edu

Office of the Registrar

Jennifer Morrison, BA, Registrar jennifermorrison@achs.edu

Office of Student Financial Services

Amanda Sparks, AAOT, Business Office Coordinator
amandasparks@achs.edu

Taylor Keyser, BA, Business Office Assistant
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Stephanie North, BA, Assistant Director of Financial Aid
stephanienorth@achs.edu
About ACHS

Shannen Razumovsky, BA, Financial Aid Advisor
shannenrazumovsky@achs.edu

Shelley DeMars, BA, Financial Aid Advisor
shelleydemars@achs.edu

Retail, Production & Shipping Staff

Erin Hallford, Purchasing & Facility Manager
erinhallford@achs.edu

Natalya Shepeleva, MS, GMP and Quality Assurance Coordinator
natalyashepeleva@achs.edu

Kerrie Seeber, BA, Production Lead kerriesebeer@achs.edu

Scott Barnhill, Shipping Lead scottbarnhill@achs.edu
About ACHS

Why ACHS?

ACHS is recognized as an industry leader in holistic health education worldwide. Our flexible programs, highly qualified faculty, diverse student body, and commitment to exceptional online education make ACHS a great choice for your accredited holistic health and wellness education.

Personal Growth and Knowledge

You can take ACHS courses to extend your knowledge and self-awareness for your own health, enjoyment, and development or to give you and your family a holistic foundation for personal healthcare. Graduates tell us that their experience at ACHS has a powerful and positive impact on the way they think, feel, and live. Your studies will immediately be applicable to your personal and professional life.

The ACHS Student Body

ACHS students share common goals: To gain knowledge, to lead a healthier lifestyle, and to share their knowledge with others. ACHS programs suit the lifestyles of busy, motivated, and dedicated people. Our student and alumni body represent a diverse range of ages, educational backgrounds, and careers, including wellness consultants, natural healers, homemakers, medical doctors, registered nurses, pharmacists, massage therapists, teachers, authors, journalists, business executives, ministers, and psychologists, among others.

Corporate Training & Group Discounts

Customers prefer to shop at stores with knowledgeable staff. All ACHS programs are suitable for staff training. Custom packages can be created for corporate training needs. Corporations and other organizations may qualify for group training rates. Group training rates are only available to verified employees of participating corporate partners and members of participating membership organization. Contact an admissions advisor for details at admissions@achs.edu or 800.487.8839.

Benefits of Studying with ACHS

Flexibility

ACHS offers fully online programs with interactive virtual classrooms, plus optional on-campus and study abroad programs to enhance your training with face-to-face instruction. Online education offers a convenient and effective method of affordable education to the motivated adult student.

ACHS blends the support and learning advantage of a traditional semester schedule
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with the flexibility of online education.

You may apply for admission to upcoming cohorts anytime throughout the year. Please review the Admissions section for the relevant procedures. Classes have maximum student numbers and most fill before the start date, so please contact Admissions in advance to ensure your first choice of class. Your admissions advisor will assist you in choosing a program and a study plan that best meets your needs and lifestyle.

**Practical Work Experience**

We encourage all ACHS students to seek related mentorship and work opportunities, and we notify students of current openings and upcoming possibilities. The Registrar’s Office can provide transcripts and letters of recommendation for students and graduates in good standing upon request.

**Community Wellness & Study Abroad Programs**

Educational community wellness webinars are offered to community members, and study abroad courses are held in exciting new locales each year. Previous years’ study tours include once-in-a-lifetime adventures to Provence, Greece, and Indonesia. These optional opportunities are designed to complement our online courses and enhance your training with hands-on experience. Programs and events are scheduled regularly with faculty and visiting experts and are open to the public. Visit [https://www.eventbrite.com/o/american-college-of-healthcare-sciences-9908623215](https://www.eventbrite.com/o/american-college-of-healthcare-sciences-9908623215) and [http://achs.edu/study-abroad](http://achs.edu/study-abroad) for more information.

**Course Packs**

In addition to the rich interactive content in your online classroom—which may include lectures, online eTextbooks, access to relevant articles and research papers, professor updates, and links to relevant websites and events—you also receive a comprehensive array of educational materials as part of your course pack. Depending on the course, your course pack may include practical study kits of botanicals, essential oils, and other practical lab supplies. All ACHS-published textbooks are provided as eTextbooks—sustainable, easy-to-search, full-color downloadable textbooks; an optional printed copy is also available for an additional charge. Course pack fees also include the Online Materials, Library, and Resources fee.

We ensure our wide array of educational materials meets the highest standards. We use only the most reputable education publishers and organic suppliers of raw materials. Learn more about our Quality Promise at [https://www.apothecary-shoppe.com/pages/the-quality-promise](https://www.apothecary-shoppe.com/pages/the-quality-promise). Our courses and course pack materials are reviewed by industry leaders and subject specialists and are endorsed by the leading associations in each field of study.
Support

Your admissions advisor is here to help you get started at ACHS. He or she will assist you with the admissions process and will present your application to the Admissions Committee for their consideration. College administrative staff are here to answer your questions, help you with billing or fee issues, and ensure that your learning experience is enjoyable and rewarding. Once you are accepted and registered for courses, your professors and student services advisor are available to you online and by email, telephone, text, or mail to answer your questions. We also offer 24/7/365 technical support for your online classroom support needs.

We are committed to your success.

The ACHS Online Experience

As an institution specializing in online education, all ACHS courses are designed with your success in mind. At ACHS, you will complete your course through a rich, interactive, dynamic online classroom providing easy-to-use, content-rich online courses, online interactive materials, Instructor’s Virtual Office, online lectures, access to the latest updated course materials and research, online assessments, and much more through ACHS’s Canvas Learning Management System (referred to as “Canvas” in this catalog). Through Canvas, you can collaborate and share with your fellow students and professors.

ACHS Student & Graduate Resources

ACHS provides students with virtual access to classes, grade and transcript information, and other support resources, including:

- **Your Online Student Information Portal**: Access your grades, degree audit, and personal information online at [myachs.com](http://myachs.com).
- **Canvas Learning Management System**: Access at [http://achs.edu/achs-student-login](http://achs.edu/achs-student-login). Interactive virtual classrooms are used for all ACHS online courses. Your online classroom provides easy-to-use, content-rich online courseware, online interactive materials, webinars and instructor’s virtual office, online lectures, access to the latest updated course materials and research, module exams, final exams, and much more. Through your online Canvas classroom, you collaborate and share with fellow students and your professor.
- **ACHS Library**: The ACHS Library contains many materials to support your studies and can be accessed directly within your online class (called the Library Launchpad), as well as through the ACHS Student Center. ACHS provides students and graduates with free access to several subscription-only holistic health databases.
- **Professional Information**: Access the ACHS Career Center, Jobs
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Board, and resources including resume tips at http://achs.edu/studentservices/career-center.

- **Alumni Practitioner Database**: Visit http://directory.achs.edu/ to view alumni practitioners and set up your complimentary graduate listing.
- **Newsletter**: ACHS sends a monthly email newsletter to all students and graduates. Remember to keep your current email address on file with ACHS so you’ll receive the newsletter and other important ACHS news.

**Flexible Yet Structured**

Cohort class schedules are a wonderful opportunity to learn with a group of like-minded peers. They are also flexible and designed to meet your needs, allowing you to largely set your own study hours while ensuring you maintain the module due dates within the course. You study, learn, assimilate, and apply the knowledge within a supportive, semi-structured framework, designed to afford ACHS students a distinct learning advantage over other programs.

**Technology & System Requirements**

ACHS employs a variety of services and software to support our students' learning journeys. Please review the basic requirements students need at the time of enrollment and throughout their studies to be successful online at https://achs.edu/student-services/technology-requirements.

**ACHS Student Community & Activities**

ACHS offers students several opportunities to build community and engage in student activities while developing lifelong friendships and professional relationships throughout their studies and beyond graduation:

**ACHS Student Center**
The ACHS Student Center features a Student Lounge module with discussion boards to help you “hang out” and connect with classmates. We’ve created boards for regional groups, kitchen masters, gardening enthusiasts, fitness gurus, and more!

The Student Center is also where to go if you’re looking for additional support (e.g., study tips, writing tools, ACHS social media), more information on college policies, or a form.

ACHS Social Media

Stay up-to-date with the latest research, industry news, and top tips for wellness with:

- The ACHS Health & Wellness Blog: [http://info.achs.edu/blog](http://info.achs.edu/blog)
- ACHS on Facebook: [http://www.facebook.com/ACHSedu](http://www.facebook.com/ACHSedu)
- ACHS on YouTube (ACHStv): [https://www.youtube.com/user/achstv](https://www.youtube.com/user/achstv)
- ACHS on Instagram: [https://www.instagram.com/achsedu/](https://www.instagram.com/achsedu/)
- ACHS on Pinterest: [https://www.pinterest.com/achsedu/](https://www.pinterest.com/achsedu/)
- ACHS on Twitter: [http://www.twitter.com/ACHSedu](http://www.twitter.com/ACHSedu)
- ACHS on Google+: [https://plus.google.com/101823616256158666039](https://plus.google.com/101823616256158666039)

Graduate Accolades

Outstanding Graduate and Famous Alumni of the Year Programs

Every year ACHS chooses one graduate to represent the College in the DEAC Outstanding Graduate of the Year program and one graduate to represent the College in the DEAC Famous Alumni of the Year program. Selection criteria includes a review of the graduate’s academic record, as well as the level and quality of their contribution to society and to their chosen profession.
ACHS Chapter of the Delta Epsilon Tau Honor Society

ACHS maintains a Chapter of the Delta Epsilon Tau (DET) Honor Society. The DET Honor Society is sponsored by the Distance Education Accrediting Commission and was established to:

- Recognize the academic achievements of students who study at a distance
- Publicly demonstrate that distance study is truly a viable educational option
- Inspire both students and faculty in the distance study community
- Bring honor and earned recognition to individuals who have worked diligently to acquire new knowledge and skills from an accredited distance learning institution

View more information at [http://achs.edu/delta-epsilon-tau-honor-society](http://achs.edu/delta-epsilon-tau-honor-society).

Dean’s List

ACHS publishes a dean’s list each semester. Learn more at [https://achs.edu/achs-deans-list](https://achs.edu/achs-deans-list).

Academic Calendar

The ACHS academic year begins in September. The college’s academic calendar can be found at [https://www.achs.edu/academic-calendar](https://www.achs.edu/academic-calendar).

ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education. Undergraduate and Graduate Cohorts start three times per year—Fall, Spring, and Summer—and select accelerated, 7.5-week courses are also offered throughout the year.

Class sizes are limited and do fill quickly. Register early to ensure your place in class. Please note that not all ACHS courses may be offered for every start date on the academic calendar, and course schedules may change.
ACHS Admissions

This section defines the enrollment requirements for individuals who want to enroll at ACHS as a regular student. ACHS adheres to the guidelines of the U.S. Department of Education, Distance Education Accrediting Commission, the Oregon Office of Degree Authorization, and the National Council for State Authorization Reciprocity Agreements of which ACHS is a member.

The ACHS Admissions Committee makes the final decisions on admission to the College and to specific programs. The Admissions Committee is made up of the Dean of Admissions, Associate Dean of Admissions, and admissions advisors. Other academic staff, faculty, and senior administrators may participate in Committee meetings as needed.

General Procedures

ACHS is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school is open to all students without regard to age, gender, gender-identity, color, race, national origin, religion, sex, sexual orientation, marital status, disability, veteran status, or any other class protected by law. All applicants are evaluated by the Admissions Committee based on motivation and academic achievement.

Applications for admission are accepted throughout the year for the upcoming cohort. Contact admissions for registration deadlines.

ACHS admissions advisors respond to all requests for information. The Admissions Committee meets regularly and makes the final decision for all applications. As soon as an applicant’s file is complete (admissions requirements are detailed below and at http://achs.edu/getting-started-achs), it is presented to the Admissions Committee at the next scheduled meeting.

As an Institute of Higher Learning, ACHS is required to offer admission only on receipt of evidence that the applying student can reasonably expect to complete a program and to benefit from the education obtained. All application materials collected during the admissions process prior to enrollment are considered in making admissions decisions.
Admissions

The Admissions Committee’s review of all applicants includes evaluation of the individual’s prior high school (undergraduates) and all college transcripts from previously attended institutions, admissions assessments, and other evidence that the applying student can reasonably expect to complete the courses(s) or program he or she is applying to and benefit from the education obtained.

Following the Committee’s review, the Admissions Committee may:

- Admit the student to his or her desired program at full status
- Provisionally admit the student. Provisional acceptance may include admission to the applicant’s desired program with conditions such as bi-weekly meetings with an advisor, admission to an alternate program, or the recommendation that the applicant complete up to nine credits in individual credits to raise GPA if incoming GPA is under 3.0 and/or demonstrate academic achievement.
- Deny admission

Students who do not meet the minimum requirements for admission to a degree may be considered on a case-by-case basis to be admitted to a certificate or diploma (non-degree) program at the discretion of the Admissions Committee.

The applicant is notified of the Committee’s decision by email, telephone, text, or mail.

ACHS offers advanced standing through the review of eligible transfer of credit including Advanced Placement (AP) credit and the opportunity to earn credit by examination including College Board, College Level Exam Program (CLEP), DANTES Subject Standardized Tests (DSST), and ACHS challenge exams.

Note: In addition to the following requirements, students applying for federal financial aid must also meet all eligibility requirements as determined by the U.S. Department of Education. Please visit https://www.achs.edu/apply-financial-aid for more information. These requirements are also detailed at https://studentaid.ed.gov/sa/eligibility/infographic-accessible.

Applicants with Prior College Experience

An applicant for admission to ACHS with prior college experience shall be deemed to have a record of successful performance including a minimum of 3.0 GPA, as demonstrated by transcripts submitted to ACHS, or a record of responsibility and achievement following unsuccessful collegiate performance. Official transcripts from prior colleges will be requested during the application process and will be reviewed by the Admissions Committee and stored in the student’s records. All prior schools attended must be disclosed at the time of application. Prior schools not disclosed and later identified will result in conflicting information that requires further verification and may jeopardize the student’s eligibility for admission.
Non-Native English Speakers

All ACHS courses are provided in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English. Please see options for meeting the English-language proficiency requirement on the ACHS website at https://achs.edu/international-admissions/non-native-english-speakers.

Admissions Requirements for Undergraduate Students

Individuals applying for admission to undergraduate study must possess a minimum of a high school diploma or state-approved equivalency. High school credentials must be from an accredited or state-approved high school. The Registrar’s Office verifies such status with the state of issue or with the relevant accrediting agency upon receipt.

Graduates of Non-standard or Unaccredited High Schools or Homeschooled Students

Admissions requirements for graduates of non-standard or unaccredited high schools or homeschooled students are available at https://www.achs.edu/graduates-non-standard-or-unaccredited-high-schools-or-homeschooled-students.

ACHS Undergraduate Admissions Process

To complete the ACHS undergraduate admissions process, an applicant must:

- Complete an online application and submit admissions assessment(s).
- Submit official, unopened transcripts: All applicants are required to submit an official, unopened high school diploma or state-approved equivalency and all college transcripts for applicants with prior undergraduate study.
- Transcripts should be issued directly to the institution and can be sent to ACHS, 5005 SW Macadam Avenue, Portland, OR 97239. Certified electronic transcripts can also be sent to registrar@achs.edu.
  - Graduates of Non-standard or Unaccredited High Schools or Homeschooled Students should review the requirements above.
  - Learn more about accepted transcripts at

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1 “State-approved” refers to approval by the issuing state.
Admissions

https://www.achs.edu/accepted-transcripts.

- Submit a copy of a government-issued photo identification, such as a state identification card, valid driver’s license, or passport.
- Be approved for admission by the Admissions Committee.
- Read and sign the Academic Plan and Enrollment Agreement provided by Admissions following acceptance.
- Make the first payment or receive a Financial Aid Award letter to secure a place in class.
- Complete the ACHS Student Orientation to be fully admitted to ACHS and begin the first semester.

Admissions Requirements for Graduate Students

Individuals applying for admission to a graduate degree program at American College of Healthcare Sciences must possess a bachelor’s degree or higher from a USDOE-recognized accredited institution and submit official, unopened transcripts for all prior schools attended.

To complete the ACHS graduate admissions process, applicants must:

- Complete an online application and submit admissions assessment(s).
- Submit official, unopened transcripts: All graduate-level applicants are required to submit an official, unopened transcript demonstrating conferral of a U.S. Department of Education approved accredited bachelor’s degree or higher and official transcripts for all prior schools attended.
- Transcripts should be issued directly to the institution and can be sent to ACHS, 5005 SW Macadam Avenue, Portland, OR 97239. Certified electronic transcripts can also be sent to registrar@achs.edu.
- Learn more about accepted transcripts at https://www.achs.edu/accepted-transcripts.
- Submit a letter of recommendation from a suitable professional reference. (Submit at https://contact.achs.edu/submit-a-letter-of-recommendation-for-a-prospective-student)
- Submit a copy of a government-issued photo identification, such as a state identification card, valid driver’s license, or passport.
- Be approved for admission by the Admissions Committee.
- Read and sign the Academic Plan and Enrollment Agreement provided by Admissions following acceptance.
- Make the first payment or receive a Financial Aid Award letter to secure a place in class.
- Complete the ACHS Student Orientation to be fully admitted to ACHS and begin the first semester.
Admission of International Students

International applicants should review the international admissions requirements at https://www.achs.edu/international-admissions-achs including foreign transcript and English proficiency requirements. ACHS students primarily study fully online and do not require a visa or residential attendance to study at ACHS. Visa services or sponsorship are not provided.

Lifelong Learners

Lifelong Learners are students who are not formally admitted into a program at ACHS but wish to enroll in classes for academic credit for professional development, self-enrichment, or CEU (Continuing Education Unit). Students may complete up to nine semester credits of study prior to enrolling in a program.

- The Lifelong Learner must meet all undergraduate or graduate admissions requirements and the stated prerequisites for selected courses before enrollment.
- Coursework taken for credit as a Lifelong Learner may apply towards an ACHS program subject to a favorable admissions decision by the Admissions Committee.

What Happens After Applying for Admission?

Your admissions advisor is here to assist you with the application process. You can call or email at any time. You can also schedule a time to meet with an advisor at http://achs.edu/speak-achs-admissions-advisor. You will talk with your admissions advisor to discuss your interests, goals, and training needs. Your admissions advisor will explain programs, study methods, commitment, tuition and payment plans, and answer any questions you may have. He or she can provide you with detailed information on each course, including course syllabi.

1. Once all required documents are received, your admissions advisor will present your application at the next meeting of the Admissions Committee. Usually the Committee will decide immediately; however, occasionally additional information may be required for a decision. In that case, your admissions advisor will coordinate with you to obtain any additional information.

2. Your admissions advisor will call, email, text, or mail you a letter to notify you of the Admissions Committee’s decision as soon as possible.

3. Your admissions advisor will work with you to create your academic plan based on your preferred study schedule and course availability: Full-time, three-quarter time, half-time, or quarter-time; prepare your academic plan including a schedule of courses for your program; and set up your payment options.
4. Once your first payment or other funding authorization has been received and you have signed your Enrollment Agreement, the Registrar will send you a confirmation of your registered courses along with your online login details so you can begin your ACHS Student Orientation.

5. You will complete your ACHS Student Orientation before your first semester begins. You are provisionally enrolled until you have successfully completed the ACHS Student Orientation. If you do not successfully complete the orientation, you will be referred back to your admissions advisor to discuss how our team can support you to be successful and determine if you are prepared to begin your academic career with ACHS.

6. Your ACHS course pack, textbooks, and related information will be shipped to you to arrive before the class starts, depending on your date of registration. You will be able to log into your class on your class start date. Students who register after the registration deadline may receive their materials after the first day of class and should make appropriate arrangements with their professor. Early registration is recommended.

Shipping

We ship course packs and textbooks via UPS or U.S. Postal Service within the United States and by insured U.S. Postal Service Air Mail to international destinations. Ask your admissions advisor for an international shipping estimate.

Three easy ways to get started:

- By phone: 800.487.8839
- Email: admissions@achs.edu
- Online: www.achs.edu

Academic Advising

An admissions advisor in the Office of Admissions provides initial advising for prospective students. Students learn about programs, admissions requirements, tuition options, and the College history. Admissions advisors assist prospective students to find the best program and courses to meet their needs.

Upon enrollment, students have access to a team of student services advisors that work closely with each student, starting with orientation and throughout their education at ACHS, to help ensure success and provide support as needed.

While students are ultimately responsible for ensuring that all graduation requirements are met, student services advisors stand ready to lend assistance. Students should consult their student services advisors regularly by phone or email.
Transfer of Credit

Transfer of Credit to ACHS

Prior credit is evaluated and when equivalent, applied to ACHS required course(s) with the training period shortened proportionately. The ACHS Registrar’s Office reviews transfer of credit for all applicants accepted for admission to ACHS and evaluates all official transcripts received from the issuing institution.

Courses taken at other institutions are evaluated for transfer credit on a course-by-course basis. This evaluation is provided to all applicants upon acceptance and is free of charge. Only official transcripts are accepted for transfer credit. Students with credit earned at foreign institutions should view the international transcript requirements online at https://achs.edu/foreign-transcripts.

ACHS may accept credits earned from post-secondary institutions that are accredited by U.S. Department of Education approved accrediting agency. A minimum of a “C” or better is required for transfer. Transferred courses must be comparable to the content of ACHS courses and have been completed at the corresponding level of study.

For information about transfer of credit to other institutions, please refer to the section Notice Concerning Transferability of Credits and Credentials Earned at Our Institution earlier in this catalog.

Acceptable Official Transcripts

ACHS accepts both paper and electronic transcripts for official transcripts. An official high school or college transcript is required for admission, depending on the level of study the student is pursuing (see ACHS’s undergraduate and graduate admissions policies for more information).

Note: Only transcripts from U.S. Department of Education-approved accredited institutions or state-approved high school or equivalency transcripts can be accepted.

Please note that students are required to submit official, sealed transcripts; opened transcripts and unofficial copies cannot be accepted. Official paper transcripts must be sealed to be accepted. Official electronic transcripts must be in PDF and secured by a digital certificate that is displayed at the top of the transcript. Electronic transcripts must be issued by a certified document provider such as the National Clearinghouse, Scrip-Safe, Parchment, or Docufide.
Admissions

College Board Advanced Placement (AP) Tests

ACHS grants undergraduate course credit for Advanced Placement (AP) tests as follows.

AP Course Exams Considered Equivalent to ACHS Courses (Crosswalk)

ACHS will grant transfer credit for the following AP course exams scored at a 3.0 (out of 5.0) or higher:

<table>
<thead>
<tr>
<th>AP Course Exam</th>
<th>ACHS Course Code</th>
<th>ACHS Course Name</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Biology</td>
<td>BIO 111</td>
<td>Introduction to Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>AP Chemistry</td>
<td>CHEM 120</td>
<td>Introduction to Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>AP English Language and Composition</td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>AP Psychology</td>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Additional AP course exams scored at a 3.0 (out of 5.0) or higher may be considered for credit toward elective requirements on a case-by-case basis. AP exam scores lower than 3.0 will not be eligible for transfer credit but will not adversely affect chances for admission. AP scores do not count toward GPA calculations with ACHS.

Maximum Allowable Award Credit

A maximum of 30 semester credits required for a degree may be awarded through a combination of AP course exams, challenge exams, and/or prior learning assessment. Of these 30 credits, challenge exams may not exceed 25% of the total credits required for a degree: 15 credits for an associates or 30 credits for a bachelors.

Procedure: Receiving Credit

To receive credit, you must request that the College Board send your official AP score report to ACHS’s Registrar’s Office at registrar@achs.edu. Prospective students can do this at any point during the admissions process; current students...
should request ACHS academic credit prior to the registration deadline for the course for which they are requesting credit. Students must allow for enough time for ACHS to receive and evaluate the AP score report and process the award of credit. The Registrar’s Office will validate the score report and credit will be noted on the student’s academic plan provided at the time of enrollment for new students or during subsequent registrations for continuing students. Students can also view all transfer of credit awarded in their MyACHS.com student account.

For more information on taking AP exams through the College Board, please visit their website at https://apstudent.collegeboard.org/home.

Note: This policy is subject to change as ACHS conducts periodic reviews of all placement and credit policies. For questions about the status of your AP credit, please contact your admissions advisor (for prospective students) or your student services advisor (for current students).

Credit for Experiential Learning

ACHS does not offer credit for experiential learning as of the printing of this Catalog. Students with prior experience in holistic health have the opportunity to apply for a challenge exam to earn credit by exam. See the section on Challenge Exams in this Catalog for more information.

Earning Credit by Exam

Visit https://www.achs.edu/challenge-exams to learn more about earning credit by ACHS Challenge Exam.

Maximum Allowable Transfer Credit

At the associate (undergraduate) level — A maximum of 36 of the 60 credits required for an associates degree may be awarded for transfer credit.

At the bachelors (undergraduate) level — A maximum of 90 of 120 credits required for a bachelors degree may be awarded through transfer of credit.

At the masters (graduate) level — A maximum of 18 of the 36 credits required for a masters degree may be awarded through transfer of credit.

2 In compliance with Oregon Office of Degree Authorization administrative rules.
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Note: ACHS’s transfer policies have been reviewed in accordance with the Joint Statement on the Transfer and Award of Credit by the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, and the Council for Higher Education Accreditation, available at http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx.

Students wishing to appeal a transfer of credit decision should complete the ACHS Academic Petition (available online here) to petition the Academic Standards Committee for consideration. Committee decisions are final.

More information about transfer of credit is available at http://achs.edu/transfer-credit-procedure.

Transfer of Credit to Other Institutions

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Acceptance of degrees or credits from accredited institutions is determined by the policy of the receiving organization. Accreditation is not a guarantee that credit will transfer to any college or university. ACHS does not guarantee any transfer of credit.

Visit https://www.achs.edu/transfer-credit to view a list of institutions that have accepted ACHS transfer of credit.

Learn more about ACHS’s articulation agreements and memoranda of understanding to support your ability to transfer credit at https://www.achs.edu/articulation-agreements.

Tuition & Fees

ACHS Tuition

Tuition is set by the board of directors of the American College of Healthcare Sciences. The College reserves the right to change its charges and policies at any time.

ACHS courses are designed to provide excellence in education and student services. We believe that quality education is an investment in your future and all of our services are designed to provide you with the best education for your education dollar.

Tuition includes:
Expert faculty with real-world professional experience in each course
- All instruction and evaluation, including weekly interaction with professors
- Dynamic, content-rich online lectures updated regularly to include the latest evidence-based research and industry updates
- Full student services and support, including email and telephone support
- Unlimited toll-free phone access to information and answers to questions within the United States and Canada

2019-2020 Undergraduate Tuition and Fees

$345 per semester credit

Registration fee: $200 per program, payable at enrollment. Students enrolling in single courses pay a registration fee per course, based on $30 per credit, not to exceed $200 per registration.

Additional fees apply per course for required course packs and textbooks.

2019-2020 Graduate Tuition and Fees

$540 per semester credit

Registration fee: $200 per program, payable at enrollment. Students enrolling in single courses pay a registration fee per course, based on $30 per credit, not to exceed $200 per registration.

Additional fees apply per course for required course packs and textbooks.

Please see the Total Course Price for each course listed at https://achs.edu/admissions/tuition-and-funding/what-does-it-cost; an itemized breakdown of required materials and fees is available under each course description at http://www.achs.edu under Academics.

Course Materials

Textbooks and required materials (course packs) average $305 per 3-credit course (undergraduate and graduate courses). Materials and textbook prices vary widely depending on the course. Many modality courses require course packs with practical materials for lab work. For example, students are required to purchase herb samples for their learning in herbal courses and essential oils for aromatherapy courses; these supplies are included in the course pack when applicable and are not optional. Students are required to use ACHS lab kits to ensure safety when preparing and using formulas. Required materials include:

- ACHS Course Pack: Online Materials, Library and Resources Fee, and all required lab kits including herb and essential oil kits
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• ACHS eTextbook (when applicable)

The Total Course Price for each course is published at https://achs.edu/admissions/tuition-and-funding/what-does-it-cost.

The detailed schedule of charges for each course including the total course price is published on each course description page at www.achs.edu.

Textbooks

ACHS uses both commercial textbooks and ACHS eTextbooks (textbooks published by the institution), depending on the course. The Total Course Price includes tuition, required course pack, and domestic shipping. The required course pack includes the mandatory ACHS eTextbook when applicable; students cannot opt out of the ACHS eTextbook, and the eTextbook is not available for purchase from third-party resellers. ACHS eTextbooks consist of required reading and are sustainable, full-color, interactive eTextbooks that can be viewed online, downloaded in PDF version, and are fully searchable. An optional printed copy of the ACHS eTextbook is available for an additional printing charge.

See each course description under Academics for an itemized description of the required course pack. Each course description includes the name and ISBN of all commercially published textbooks. If you already have any of these texts, or elect to purchase your own commercial textbooks, please let your admissions or student services advisor know at the time of registration so that duplicates are not shipped to you.

Online Materials, Library, and Resources Fee

Each course materials fee includes a fee for online materials resources and library. Visit https://achs.edu/admissions/tuition-and-funding/what-does-it-cost for more information. This fee includes:

• An extensive virtual library to assist you with research including access to:
  • Natural Medicines Comprehensive Database: a database founded by clinicians and researchers to provide evidence-based information about complementary and alternative therapies. Within the database, students can search subject-specific databases on Food, Herbs, & Supplements; Health & Wellness; Sports Medicine; Commercial Products; Medical Conditions; among others.
  • Library and Information Resources Network (LIRN): a 501(c)(3) nonprofit corporation, that provides access to millions of articles, eBooks, videos, and other resources within subject-specific databases.
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- Alt HealthWatch Database: a database that also emphasizes complementary, holistic, and integrated approaches to healthcare and personal wellness. Within this database, students can access full-text articles from hundreds of peer-reviewed journals.
- ProQuest Research Companion: a tool within the LIRN designed to guide students through the research and writing process. It demystifies the research writing process in nine easy-to-follow modules.
- ProQuest RefWorks: a reference management service tool within the LRIN that helps students create, store, and organize citations and references.

- Access to your mobile-friendly, interactive online classroom including course videos, interactive tutorials, and audio resources
- Ask-a-Librarian Feedback Widget
- Ask-the-Librarian Discussion Board
- ACHS Student Center to enable you to interact with your peers and join study groups

Estimated Total Annual Expense

The estimated total annual tuition expense for full-time ACHS undergraduate students is $8,280 based on 24 semester credits per year and $9,720 for graduate students based on 18 semester credits per year. Additional information about tuition and fees can be found at https://achs.edu/admissions/tuition-and-funding/what-does-it-cost.

Projected Maximum Cost

The projected maximum cost for all ACHS degree programs is provided in the Program Fact Sheet available to download on each program description page under Academics. The projected maximum cost includes the registration fee, all required textbooks, and the online ACHS eTextbook. Note that this estimate is based on current tuition. Tuition, fees, and materials usually increase once per year.

Costs Not Covered by Tuition

- Computer: Each student will need a computer with Internet access that meets the minimum technology requirements (view information about Technology at ACHS online at https://achs.edu/student-services/technology-requirements).
- Additional Recommended Reading: While all texts required to complete each course are itemized in the Total Course Price, faculty may provide additional optional recommended reading; purchase is not required, and the library is an excellent resource for many of these books. These are
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available at the Apothecary Shoppe College Store.

Other Fees for Students with Special Circumstances

Fees for students that experience special circumstances are detailed at https://www.achs.edu/other-fees.

Tuition Payment Options

At ACHS, we are committed to helping students complete their education without amassing a burden of debt. As an accredited institution, ACHS offers many funding options, including federal financial aid to those who qualify; direct payment options, such as semester payments and monthly payment installment plans; military and employer tuition assistance benefits; and a wide range of other alternative funding options discussed below.

Monthly Payment Installment Plan

In addition to semester payment options, qualifying students may divide the tuition, materials, and fees for each semester into four monthly installment payments. More information about payment installment plans is provided later in this Catalog.

ACHS is approved for qualifying students to receive funding from:

- Federal student aid programs (Federal School Code 04194400)
- Private student loans
- Veteran’s benefits
- Military tuition assistance
- Employer tuition assistance
- Workforce Investment Act (WIA) funds (ACHS is on the Eligible Training Provider List (ETPL) for Oregon)
- Vocational Rehabilitation funding
- ACHS Military Award Program Scholarship
- ACHS Adult Scholarship
- AmeriCorps Education Award
- Trade Adjustment Assistance (TAA) Program
- In-house Payment Installment Plans (PIPs)

More information about ACHS’s tuition options is available at https://www.achs.edu/financial-aid-achs.

Information about applying for federal student aid can be found at https://www.achs.edu/apply-financial-aid.

ACHS does not participate in work-study programs or offer student jobs at this
General Information Regarding Military Education Benefits

Veterans and qualifying dependents may be eligible to receive education benefits. Please visit the GI Bill® website (http://benefits.va.gov/gibill/) to determine what benefits may be available to you. Questions regarding your specific eligibility should be directed to the Veterans Affairs at 888.442.4551.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill benefits to you.

If a student is eligible to receive VA benefits, they can download the appropriate application for benefits from the Department of Veterans Affairs main website at www.gibill.va.gov or apply online using eBenefits. The ACHS VA Certifying Officials will assist students to complete their forms correctly and enroll using VA Benefits.

Select ACHS Programs are Approved for Veterans Funding

Veterans’ benefits are available to students who qualify under the regulation of the Veterans Administration. Qualification requirements and application processes vary among types of benefits, which include the Montgomery GI Bill, Post 9/11 GI Bill, Survivors’ and Dependents’ Educational Assistance, and Vocational Rehabilitation. Veterans intending to use their education and training benefits should contact their admissions advisor, or student services advisor if already enrolled, for more information regarding the application process specific to their benefit.

3 GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.
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Students receiving veterans' benefits are held to the same satisfactory academic progress standards as all ACHS students.

Any student receiving GI Bill benefits while attending American College of Healthcare Sciences is required to obtain transcripts from military training and all previously attended schools and submit them to the school for review of prior credit.

ACHS is Affiliated with DANTES

ACHS is affiliated with the Defense Activity for Non-Traditional Education Support (DANTES). DANTES affiliation qualifies active-duty military personnel for tuition reimbursement. Each branch of service has established annual caps for the use of tuition assistance.

All accredited courses at ACHS are approved for tuition assistance. This tuition reimbursement applies to active duty Navy, Marine Corps, Army, Active Guard Reservists (AGR), Army National Guard (ARNG military and civilian personnel), U.S. Army Reserves (USAR), Air Force Reserve Command (AFRC), and Air National Guard.

Third-Party Billing Agreements

ACHS will bill employers who pay tuition for their employees. If your employer pays at the end of the term, please provide ACHS with a signed letter of financial guarantee at the time you register for your classes.

Third-Party Credit Cardholders

Students using a third-party credit card should have the cardholder complete the payment form at http://www.achs.edu/pay-online and select recurring payments in this online form to authorize future payments. ACHS cannot charge a third-party credit card without this authorization.

Please note that payment by a third party does not designate the individual as an authorized agent on your student account. Students may assign authorized agent by completing the ACHS Authorized Agent form available online here.

Financial Obligations

For current College tuition and fee payment information, please visit https://www.achs.edu/achs-tuition-and-funding or call the Business Office at 800.487.8839.

Admission to or continued registration with ACHS, conferring of degrees, and issuance of academic transcripts may be withheld for failure to meet financial
obligations to the College.

Payment Installment Plans at ACHS

ACHS students can pay for each semester’s courses at the time of registration or pay in convenient automatic monthly payments with an approved credit review. Monthly Payment Installment Plans (“PIPs”) are a courtesy extended to help students budget for college without taking on student loan debt. PIPs are simply your semester balance divided by four. There are no fees to participate in a PIP.

Failing to Make Payments on Time

A late fee (currently $20) is applied to any payment that is received after the due date. In fairness to all students, payments that are more than seven days late will result in further collection actions and restricted access to current course(s). Please contact the Business Office immediately if you anticipate having a payment issue. Please note: The continued convenience of a payment installment plan is only available to students who incur no more than two late fees.

Using a Debit Card for Course Payments

If you provide a debit card for a monthly payment plan, you assume all liability for overdraft fees. We recommend that you only use a debit card if you have overdraft protection on your account. Our system will charge your card automatically each month, and we will only make changes to your payment if we receive a request in writing at least seven (7) days prior to the charge. If you do not have a credit card for automatic monthly payments, you may elect to make a payment in full for the semester tuition, materials, and fees. ACHS requires all students that do not pay in full for the semester to arrange an automatic monthly payment.

Rising Costs

ACHS works with publishers and vendors to keep the cost of texts and course packs affordable, but we have no way to predict future costs. ACHS’s Board of Directors carefully reviews cost-savings initiatives with maximizing each student’s investment in mind before considering a tuition increase. In addition, ACHS continually works with vendors to reduce the pricing on course materials, providing the highest quality and most affordable course packs to students.

How to Register for Your Next Course

To register for your next course, please request your registration at https://www.achs.edu/achs-student-services or call 800.487.8839.

If you need to make a payment for your upcoming semester, you may do this
securely online at https://www.achs.edu/pay-online. Please do not email your credit card information for security purposes.

**Questions?**

If you have any questions about your balance, payment plans, or need a current statement, please contact the Business Office at 800.487.8839.

**ACHS Refund Policy**

We work hard to provide excellence in education for all our students. However, if your circumstances change and you decide ACHS is not for you, the following refund policy applies. You may cancel or withdraw in any manner, but we recommend that you do so in writing. Refunds are based on the date the request is received at ACHS or the postmarked date if mailed, not the last date of attendance. The College will make any refund due within 30 calendar days from this date. Withdrawal or cancellation as a result of disciplinary or other administrative action does not change the refund process; you may receive a refund or owe a balance.

**Right to Cancel**

A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution. Materials are not shipped until the expiration of these five days. If a student withdraws after five days, the following refund policy applies.

If the student enrolls in a Program (Certificate, Diploma, or Degree), each course is treated separately for the purposes of calculating any refund to the student. No student is obligated for tuition charged for a term that has not commenced when the student withdraws.

**Refund Policy**

If you are using federal student loans, a private student loan, or other third party funding, it is your responsibility to repay financial obligations if applicable. Some financial institutions require that refunds be paid back directly to the institution or organization in the event of a refund. Refund rates are not differentiated based on funding except as otherwise required by law.

Refunds are based on unused instructional time and are prorated on a weekly basis:
Admissions

- If you withdraw before class starts, you are entitled to a refund of 100% of tuition, but the registration fee and any consumed fees (such as shipping charges) are not refundable.
- If you withdraw from a course after classes begin for a semester, you are eligible for a prorated refund through the middle week of the term.

Prorated Tuition Charges

**For a 15-week semester:**

<table>
<thead>
<tr>
<th>If you withdraw:</th>
<th>Amount Refunded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the start of the semester</td>
<td>100% of tuition</td>
</tr>
<tr>
<td>During week 1 of the semester</td>
<td>94% of tuition</td>
</tr>
<tr>
<td>During week 2 of the semester</td>
<td>87% of tuition</td>
</tr>
<tr>
<td>During week 3 of the semester</td>
<td>80% of tuition</td>
</tr>
<tr>
<td>During week 4 of the semester</td>
<td>73% of tuition</td>
</tr>
<tr>
<td>During week 5 of the semester</td>
<td>67% of tuition</td>
</tr>
<tr>
<td>During week 6 of the semester</td>
<td>60% of tuition</td>
</tr>
<tr>
<td>During week 7 of the semester</td>
<td>53% of tuition</td>
</tr>
<tr>
<td>During week 8 of the semester</td>
<td>47% of tuition</td>
</tr>
<tr>
<td>During weeks 9-15 of the semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Sample Tuition Refund Calculation

**Charges to student:**

<table>
<thead>
<tr>
<th>Charges to student</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACHS Institutional Charge</td>
<td></td>
</tr>
<tr>
<td>New Student Registration Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Tuition (3-credit undergraduate course @325)</td>
<td>$1035</td>
</tr>
</tbody>
</table>

American College of Healthcare Sciences © 2019-2020 Program Catalog.

In effect 6/21/19 until superseded by a newer version.
Total Tuition & Registration Fee Charged: $1235

**Refund calculation based on withdrawal during Week 3 from the AROMA 101, 15-week course:**

<table>
<thead>
<tr>
<th>ACHS Institutional Charge</th>
<th>Amount Refunded to the Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Registration Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Tuition (3-credit undergraduate course) [2]</td>
<td>$1035 x .80 (80%) = $828.00</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$828.00</td>
</tr>
</tbody>
</table>

**For a 7.5-week semester:**

<table>
<thead>
<tr>
<th>If you withdraw:</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the start of the semester</td>
<td>100% of tuition</td>
</tr>
<tr>
<td>During week 1 of the semester</td>
<td>88% tuition</td>
</tr>
<tr>
<td>During week 2 of the semester</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>During week 3 of the semester</td>
<td>63% of tuition</td>
</tr>
<tr>
<td>During week 4 of the semester</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>During weeks 5-7.5 of the semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**Refund calculation based on withdrawal during Week 3 from the AROMA 101, 7.5-week course:**

| ACHS Institutional Charge | Amount Refunded to the Student |
Admissions

**New Student Registration Fee**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Tuition (3-credit undergraduate course)**

\[
\text{Tuition} = 1035 \times 0.63 \, (63\%) = 652.05
\]

**Eligible Refund:**

$652.05

---

**Non-Refundable Consumed Fees**

**Online Library, Materials, & Resources Fee**

This fee funds subscription library database licenses and access to required online lectures, materials, and online classrooms. No refunds are available after access to the online classroom opens for the semester.

**Course Packs, Textbooks, & Shipping Charges**

ACHS offers a 14-day return satisfaction guarantee for materials. Materials should be unopened and in reusable condition. Shipping is not subject to refund. The College is not responsible for damaged or lost study materials. The ACHS eTextbook fee is non-refundable after the online course opens.

**Graduation Fee**

Upon completion of all program requirements, students are eligible to apply for graduation. The standard graduation fee is $50 per certificate, diploma, or degree graduation application. Students may apply for graduation from more than one program to earn additional credentials.

**Other Fees**

If you experience special circumstances during your studies with ACHS, you may incur the following fees:

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
<th>Charged when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge Exam or Final Exam Retake Fee (Non-Proctored)</td>
<td>$75</td>
<td>Challenge Exam: Student challenges core or pre-requisite program requirements by exam (when available).</td>
</tr>
</tbody>
</table>

---

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In effect 6/21/19 until superseded by a newer version.
<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
<th>Charged when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam Retake Fee (Non-Proctored)</td>
<td></td>
<td>Student retakes final exam.</td>
</tr>
<tr>
<td>Proctored Final Exam Retake Fee</td>
<td>$85</td>
<td>Student retakes proctored final exam fee.</td>
</tr>
<tr>
<td>Expedited Shipping Fees</td>
<td>Varies by Shipment</td>
<td>Materials sent via expedited shipment method at student's request.</td>
</tr>
<tr>
<td>Graduation Rush Order Fee</td>
<td>$50</td>
<td>Certificate, diploma, or degree is needed outside of the normal graduation processing dates of February 1, June 1 and October 1.</td>
</tr>
<tr>
<td>Incomplete Course Fee</td>
<td>$49</td>
<td>ACHS has approved an Incomplete request.</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$20</td>
<td>Installment payment is received after the payment due date.</td>
</tr>
</tbody>
</table>
| Late Registration or Late Registration Change Fee | $35 | Late Registration Fee: Applies to registrations received after the published semester registration deadline. Visit [http://achs.edu/academic-calendar](http://achs.edu/academic-calendar) for registration deadlines.  
Late Registration Change Fee: Changes are made to course schedule after the registration deadline. |
### Admissions

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
<th>Charged when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcript Fee (additional copies)</td>
<td>$10</td>
<td>The first official transcript requested by the student is free of charge; additional copies incur $10 fee.</td>
</tr>
<tr>
<td>Replacement Certificate, Diploma, or Degree Fee</td>
<td>$45</td>
<td>Student orders a duplicate or replacement certificate, diploma, or degree.</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30</td>
<td>Student’s check payment is returned for insufficient funds or other issue.</td>
</tr>
<tr>
<td>Student Credit Check Fee</td>
<td></td>
<td>Charge for personal credit check to determine student’s eligibility for installment payments.</td>
</tr>
</tbody>
</table>

**ACHS Refund Policy for Students Residing in California**

The following refund policy applies for students residing in the State of California and is mandated by California regulations.

Again, you may cancel or withdraw in any manner, but we recommend that you do so in writing. Refunds are based on the date the withdrawal request is received at ACHS or the postmarked date if mailed, not the last date of attendance. The College will make any refund due within 30 calendar days from this date. Withdrawal or cancellation as a result of disciplinary or other administrative action does not change the refund process; you may receive a refund or owe a balance.

**Right to Cancel**

If you withdraw within 7 business days of enrolling, 100% of tuition and fees paid will be refunded. This is referred to as the cooling off period. Please note that ACHS will process your enrollment and ship your course materials after this
Refund Policy for California Residents

If you are using federal student loans, a private student loan, or other third-party funding, it is your responsibility to repay financial obligations including interest if applicable. Some financial institutions require that refunds be paid back directly to the institution or organization in the event of a refund. Refund rates are not differentiated based on funding except as otherwise required by law.

Refunds are based on unused instructional time and are prorated based on the number of days the student attended, or was scheduled to attend, prior to withdrawal (total institutional charge, divided by the number of days):

- If you withdraw within seven business days of enrolling, 100% of tuition and fees paid will be refunded. This is referred to as the cooling off period. Please note that ACHS will process your enrollment and ship your course materials after this period.
- If you withdraw before class starts and after seven business days of enrolling, you are entitled to a refund of 100% of tuition, but the registration fee and any consumed fees (such as shipping charges) are not refundable.
- If you withdraw after classes begin for a semester and after seven business days of enrolling, you are eligible for a prorated refund through 60% of the semester. Prorated refunds are calculated by determining the daily charge for the class (total tuition charged, divided by the number of class days) and then multiplying by the number of days of class remaining after withdrawal.

If at the time of withdrawal, the student has attended or was scheduled to attend 61% or more of the semester, then no refund will be issued.

Sample Prorated Refund

*For a 15-week semester consisting of 105 instructional days:*

<table>
<thead>
<tr>
<th>If you withdraw:</th>
<th>Amount Refunded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 7 business days of enrolling</td>
<td>100% of all monies paid</td>
</tr>
<tr>
<td>Before the start of the semester</td>
<td>100% of tuition</td>
</tr>
<tr>
<td>On or before Day 63 of a semester with 105 instructional days (within 60% of the semester)</td>
<td>Total tuition charged divided by number of days</td>
</tr>
</tbody>
</table>
Admissions

<table>
<thead>
<tr>
<th>On or after Day 64 of a semester with 105 instructional days (61% or more of the semester)</th>
<th>No refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>in class multiplied by the number of days remaining after withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

**Sample Tuition Refund Calculation:**

**Charges to student:**

<table>
<thead>
<tr>
<th>ACHS Institutional Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Registration Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Tuition (3-credit undergraduate course @$325)</td>
<td>$1035</td>
</tr>
</tbody>
</table>

**Total Tuition & Registration Fee Charged:** $1235

**Refund calculation based on withdrawal on Day 12 from the AROMA 101, 15-week course with 105 instructional days:**

<table>
<thead>
<tr>
<th>ACHS Institutional Charge</th>
<th>Amount Refunded to the Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Registration Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Tuition (3-credit undergraduate course)</td>
<td>$1035 / 105</td>
</tr>
<tr>
<td></td>
<td>= $9.85 per day charge.</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$9.85 x 93 days remaining after withdrawal = $916.05</td>
</tr>
</tbody>
</table>

**For a 7.5-week semester consisting of 53 instructional days:**

<table>
<thead>
<tr>
<th>If you withdraw:</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 7 business days of enrolling</td>
<td>100% of all monies paid</td>
</tr>
<tr>
<td>Before the start of the semester</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>
### Admissions

| On or before Day 31 of a semester with 53 instructional days (within 60% of the semester) | Total tuition charged divided by number of days in class multiplied by the number of days remaining after withdrawal |
| On or after Day 32 of a semester with 53 instructional days (61% or more of the semester) | No refund |

**Refund calculation based on withdrawal on Day 12 from the AROMA 101, 7.5-week course with 53 instructional days:**

| ACHS Institutional Charge | Amount Refunded to the Student |
| New Student Registration Fee | $0 |
| Tuition (3-credit undergraduate course) | $1035 / 53 days = $19.52 per day charge. |
| Eligible Refund: | $19.52 x 41 days remaining after withdrawal = $800.32 |

**Non-Refundable Consumed Fees**

Please see the section above regarding Non-Refundable Consumed Fees.

**Student Tuition Recovery Fund (Students Residing in California)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916.431.6959 or 888.370.7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
Admissions

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Travel Programs (Study Abroad)

Your deposit must be paid to secure your accommodations. The balance of your fee is due eight weeks before the first day of class. A 100% refund is offered if you withdraw in writing within five days of enrollment. If you withdraw eight weeks or more before the first day of class, your deposit is refundable. If you withdraw within eight weeks of the first day of class, no refund is available. We require all students to obtain travel insurance prior to departure to cover travel expenses as well as medical expenses while on the study tour.

Note: Cooling off period of seven days applies for California residents. For these residents, there is no charge until after the cooling off period.

We require all students to obtain travel insurance prior to departure to cover travel expenses and medical expenses while on the study tour.

Return of Title IV Policy

A student receiving federal (Title IV) financial aid who withdraws is subject to “Return to Title IV” provisions. Federal statutes require ACHS to recalculate eligibility for any student who completely withdraws during any term or payment period if the student received or was eligible to receive Title IV funds in that period.

ACHS uses a prorated calculation provided by the Department of Education, referred to as an R2T4, to determine the percentage of aid earned and recalculate eligibility for Title IV funds. This is based on the number of days elapsed when the student withdraws or is withdrawn by the institution divided by the number of days in the semester.

If a student earned less aid than was disbursed, ACHS will return a portion of the funds and the student is required to return a portion of the funds. When Title IV
funds are returned, the student may owe a balance to ACHS. Students are responsible for payment of any remaining balance whether or not they are readmitted to the school. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

If a student earns more aid than was disbursed to him or her, ACHS will reimburse the student a post-withdrawal disbursement that will be paid within 120 days of the date that ACHS determined that the student withdrew.

**Refunds are allocated in the following order:**

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (FSEOG)
- Other Title IV Assistance
- Other State, Private, and Institutional aid

**Withdrawals**

Federal student aid is disbursed to students 30 days after the start date of a semester following verification of participation at the end of the census period (the first 14 days of class).

The assumption is that students will complete all courses for which the aid was disbursed.

If a student withdraws before the end of the period, ACHS must determine the portion of aid the student earned and calculate any Title IV funds that should be returned to the U.S. Department of Education or disbursed to the student as a post-withdrawal disbursement.

If a student provides official notification to the school of his or her intent to withdraw, the withdrawal date is the date of the student’s notification. If a student did not provide notification of his or her intent to withdraw, the withdrawal date is the midpoint of the semester or the last date of an academically related activity in which the student participated (if that information is available).

If a withdrawing student received (or ACHS or a parent received on the student’s behalf) less aid than the student earned (based on the federal formula), the student may be eligible to receive additional funds. If the student received more aid than the student earned, the excess must be returned to the Title IV aid program (by ACHS and/or by the student).
Date of Determination

For a student who withdraws without providing notification to the school, ACHS will determine the withdrawal date no later than 30 days after the end of the semester. The College will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the College determines the student has withdrawn.

Calculating Aid Earned

The amount of aid earned is determined on a pro rata basis. For example, if a student completed 30% of the period of enrollment, then the student earned 30% of the aid they were awarded. However, once the student has completed more than 60% of the period of enrollment, he or she is considered to have earned 100% of the aid scheduled for that period.

There may also be some Title IV funds the student was scheduled to receive but not yet disbursed because of a failure to meet other Title IV eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and does not complete the first 30 days of his or her program before withdrawing, the student will not be eligible to receive any federal Direct Loan funds.

Verification and the Return Calculation

If a student provides required verification documents after withdrawing from ACHS, but within 30 days of the date of the notification informing the student of the requirements, and in time for the College to meet the 30-day return deadline, the R2T4 calculation will be calculated based on all federal financial aid the student had established eligibility for prior to the withdrawal.

For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline but before the earlier of 120 days after the student’s last date of attendance or the deadline established by the Department of Education (ED) each award year, ACHS will review and address eligibility as required.

If a student does not provide all verification documents in time for ACHS to complete verification and meet the R2T4 deadlines, the College will include in the R2T4 calculation only the federal financial aid that was not subject to verification (unsubsidized and PLUS loan funds) and for which the conditions of a late disbursement were met prior to the withdrawal.

Funds Owed to ACHS

The requirements for Title IV program funds when students withdraw are separate
from ACHS’s refund policy. Therefore, even if you have earned all of the federal aid you received according to the Department’s formula, you may still owe funds to ACHS to cover unpaid institutional charges.

Late Disbursements & Overpayments

Conditions for a Late Disbursement

Following are the conditions under which a late disbursement may occur:

- The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS loan)
- The College originated a Direct Loan (DL)
- The College awarded the student the Federal Supplemental Educational Opportunity Grant (FSEOG)

Inadvertent Overpayments

An inadvertent overpayment occurs when ACHS disburses funds to a student no longer in attendance but prior to the date ACHS determines the student withdrew from the program. This would include any federal financial aid fund disbursements made after the student’s last date of attendance, but prior to ACHS’s determination that the student has been withdrawn. These inadvertent overpayments are included in the R2T4 calculation as aid that could have been disbursed.

Only students who meet late disbursement criteria are entitled to keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment could not have been made as a late disbursement, ACHS will return the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment could have been made as a late disbursement, ACHS will return only the unearned portion of the inadvertent overpayment within 45 days of the College’s date of determination that the student withdrew. Unearned inadvertent overpayments will be returned according to the requirements for the return of unearned funds.

Grant Overpayments

Any unearned grant aid that students must return is considered an overpayment. The maximum amount of a grant overpayment is half of the grant funds the student received or was scheduled to receive. If students are required to return unearned grant aid funds, they must make arrangements with ACHS or the Department of Education to do so.
Learn More

Students can learn more about the processing of Title IV federal student aid program funds by calling the Federal Student Aid Information Center at 1.800.4.EDAILD (1.800.433.3243). TTY users may call 1.800.730.8913. Information is also available at http://www.studentaid.ed.gov.

ACHS’s Office of Student Financial Services is also available to assist students at 800.487.8839, Monday through Friday, 8:30 a.m. to 5:30 p.m., Pacific time.
Academic Policies

Undergraduate Student Classifications

- **Undergraduate Student** designates a student who has completed a high school diploma or equivalent, has been admitted to an undergraduate degree program, and is enrolled in undergraduate coursework.
- **Full-Time Student** designates a student who is registered for a minimum of 12 undergraduate credits per semester.
- **Half-Time Student** designates a student who is registered for a minimum of six undergraduate credits per semester.
- **Active Student** designates a student who is registered for a minimum of three undergraduate credits per academic year.
- **Inactive Student** designates a student who has not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and has not applied for and received a formal leave of absence.
- **Lifelong Learner** designates a student who is not admitted into a degree program but is enrolled in classes.
- **Admitted Student** designates a student who has completed the admissions process and been accepted for admission by the ACHS Admissions Committee.

Graduate Student Classifications

- **Post-Baccalaureate Student** designates a student who has completed a baccalaureate degree.
- **Graduate Student** designates a student who has completed a baccalaureate degree, has been admitted to a masters program, and is enrolled in graduate coursework.
- **Full-Time Student** designates a student who is registered for a minimum of nine graduate credits per semester.
- **Half-Time Student** designates a student who is registered for a minimum of six graduate credits per semester.
- **Active Student** designates a student who is registered for a minimum of three graduate credits per academic year.
- **Inactive Student** designates a student who has not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and has not applied for and received a formal leave of absence.
• **Lifelong Learner** designates a student who is not admitted into a degree program but is enrolled in classes.

• **Admitted Student** designates a student who has completed the admissions process and been accepted for admission by the ACHS Admissions Committee.

### Standards of Academic Progress

ACHS expects all students to maintain satisfactory academic progress (SAP) toward completion of their enrolled program. At the end of each semester, grade-point averages and rate of completion are calculated to determine academic standings.

The Academic Standards Committee (ASC) is responsible for enforcement of the Satisfactory Academic Standing regulations and has discretionary authority to grant exceptions and to develop guidelines for administering these regulations.

### How Satisfactory Academic Progress is Reviewed

ACHS expects all students to maintain satisfactory academic progress (SAP) toward completion of their enrolled program. At the end of each semester, grade-point averages and rate of completion are calculated to determine academic standings.

SAP has two components all students must meet in order to remain in good academic standing:

- **Grade Point Average** – This **qualitative** standard requires all students to achieve and maintain a cumulative GPA (CGPA) of 2.0; 3.0 for graduate students.

- **Completion Rate (or Pace)** – This **quantitative** standard requires students to complete at least 67% (minimum pace) of ALL attempted courses. Also called “pace”, this is a student’s earned (completed) hours divided by his/her total attempted hours. For example, 42 credits earned/48 attempted credits = 87.5%.

Students receiving Title IV federal financial aid must meet the above requirements in addition to the following in order to maintain satisfactory academic progress and remain eligible for federal financial aid:

- **Participation**: Students receiving federal financial aid are required to participate in substantive interaction with faculty. Students are required to establish participation within the first 14 days of the semester to be eligible to receive federal financial aid for the semester, and Title IV funds are then
disbursed for a student under the assumption that the student will participate for the entire period for which the assistance is awarded. Please refer to the Course Incompletes policy for information about the recalculation of student aid for students who fail to participate in course activities through the end of the semester.

- **Maximum Timeframe** - Students have 150% of the time it takes to complete their program and remain eligible for financial aid (if applicable). This is measured in credits and reviewed at the end of each payment period. For students with a financial aid appeal, the maximum timeframe is also reviewed for future semesters to ensure the student will be able to regain good standing within the maximum time frame allowed. For example, an Associates Degree requires 60 credit hours to complete, which means students would have a MAXIMUM of 90 attempted credit hours to complete their degree before they are no longer eligible to receive financial aid. Additional examples are provided in the chart below:

<table>
<thead>
<tr>
<th>Program Level</th>
<th>Maximum Time Frame (attempted credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science Degree – 60 credits</td>
<td>90 credits</td>
</tr>
<tr>
<td>Undergraduate Certificate – 12-18 credits</td>
<td>18-27 credits</td>
</tr>
<tr>
<td>Undergraduate Diploma – 27-42 credits</td>
<td>41-63 credits</td>
</tr>
<tr>
<td>Bachelors Degree – 120 credits</td>
<td>180 credits</td>
</tr>
<tr>
<td>Graduate Certificate – 12-15 credits</td>
<td>18-23 credits</td>
</tr>
<tr>
<td>Masters Degree – 36 credits</td>
<td>54 credits</td>
</tr>
</tbody>
</table>

Participation and Maximum Timeframe are reviewed at the end of each semester. Note Participation is also reviewed during the census period following the first 14 days of class to ensure all students are eligible for federal financial aid as described above.
Academic Policies

Academic Standings

Academic standings are determined once SAP is calculated at the end of each semester. In all instances the length of academic standing, also referred to as the probationary period, shall be one semester unless notified otherwise.

Students will be notified of their academic standing status by telephone, email, or mail. They will then need to meet (in person or via telephone) with their student services advisor to discuss tools and strategies for future success. Students placed on academic probation may have their registration restricted and are required to have regular meetings (by phone or conferencing technology) with their student services advisor throughout the following semester.

NOTE: Any student who is not on Academic Warning, Academic Probation, or Academic Suspension is considered in good academic standing.

• **Academic Warning**: This occurs after the first semester the student does not meet SAP. Students who attain a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) or better and a completion rate of at least 67% in the subsequent semester will be removed from Academic Warning. Students should meet with their student services advisor to discuss strategies to regain good standing. This might include weekly or bi-weekly meetings, for instance.

• **Academic Probation**: This occurs after the second consecutive semester that the student did not meet SAP. Students who attain a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) or better and a completion rate of at least 67% in the subsequent semester will be removed from Academic Probation.

• **Academic Suspension**: This occurs after the third consecutive semester that the student did not meet SAP, and after a successful appeal. Student eligibility is reinstated for one semester (or more with an academic plan). An appeal requires an academic plan and submission of an appeal online at [https://contact.achs.edu/academic-appeal](https://contact.achs.edu/academic-appeal). Students are asked to be specific in their appeal and include all information they would like the ASC to consider.

Academic Suspension Appeal

Academic suspension appeals are individually reviewed by the ASC, and students are notified via email, phone, or letter of the Committee’s decision within 30 days of receipt of the appeal. The committee’s decision is final.

Students who do not successfully appeal or who do not meet the terms of their academic plan will be administratively withdrawn. Administrative withdrawal is
recorded on the student’s academic record. Students who are administratively withdrawn are no longer enrolled students and must apply for re-instatement subject to approval by the ASC.

**Re-instatement**

Administratively withdrawn students can apply for re-instatement. If accepted, re-instatement will be approved on a provisional basis and students will be required to successfully complete nine semester credits of individual courses with a 2.0 GPA for undergraduate and 3.0 GPA for graduate studies or better to demonstrate good academic standing prior to full re-instatement into an ACHS program.

**Financial Aid Standings**

If a review of a financial aid student’s record at the end of the semester indicates that they have not met SAP (qualitative, quantitative, participation, and maximum time frame requirements), the student may be placed on financial aid warning or probation and aid may be cancelled with continued failure to meet SAP according to the following schedule:

- **Financial Aid Warning** – This occurs after the first semester the student does not meet SAP. Students will need to meet with their academic advisor (in person or via telephone) to identify how ACHS can help. Recommendations might be weekly meetings, tutoring, or outreach to an ACHS Ambassador for peer guidance, for instance. Students will remain eligible for federal student aid for one additional semester, after which SAP will again be reviewed. If a student is still not meeting SAP after a second consecutive semester, they will be required to appeal in order to be considered for continued financial aid eligibility.

- **Financial Aid Probation** – This occurs after the second consecutive semester that the student did not meet SAP, and after a successful appeal. Student eligibility is reinstated for one payment period (or more with an academic plan).

- **Cancellation of Aid** – If a student’s cumulative grade point average and/or completion rate is less than the minimum standard after the Probation period and/or the student does not meet the terms of their academic plan, the student’s financial aid will be cancelled. Financial aid eligibility may only be reinstated once the student is again meeting SAP.

Students have the option to appeal the cancellation of their financial aid. An appeal requires an academic plan and submission of appeal online at [https://contact.achs.edu/financial-aid-warning-appeal](https://contact.achs.edu/financial-aid-warning-appeal). Students are asked to be specific in their appeal and include all information they would like the Financial Aid (FAC) to consider.
In certain situations, an appeal may be warranted, including, but not limited to, the following:

- Medical emergencies
- Severe health issues
- Severe personal or family problems
- Financial or personal catastrophe

Financial aid appeals are individually reviewed by the Financial Aid Committee, and students are notified in writing of the Committee’s decision within 30 days of receipt of the appeal. The committee’s decision is final.

If aid is cancelled, students may continue to take courses at their own expense with approval from the ASC, as students on financial aid cancellation are also on academic suspension, until they have regained good academic standing by achieving a minimum cumulative GPA of 2.0 for undergraduate students or 3.0 for graduate students AND meeting the minimum pace by completing 67% of their total attempted credits.

GPA & Pace of Completion Calculations

**Course Incompletes – “I” Grade**

Students that are unable to complete a course due to circumstances beyond the student’s control may be eligible to apply for an Incomplete “I” grade. The following eligibility requirements apply:

- Student has completed at least 50% of the coursework
- Student requests an Incomplete by submitting an Incomplete Grade Request form online here by the semester end date (fees apply—view fee information at [https://www.achs.edu/other-fees](https://www.achs.edu/other-fees))
- Student provides a plan to complete outstanding coursework

Incomplete grade requests are reviewed and approved by the Academic Standards Committee. Students will generally be given up to 30 days to complete outstanding coursework; additional time may be granted in special circumstances. Incomplete grades not completed within one year will be assigned an “F” grade, and the student will be required to retake the course.

Students who have completed at least 50% of the course and have not applied for an Incomplete grade will receive an “F” grade, also called and “Earned F”, and the student will be required to retake the course.

An “I” grade does not impact the calculation of CGPA. Credits associated with
Academic Policies

courses in which an Incomplete grade is received are included in Total Semester Credits Attempted and count toward the Maximum Time Frame for Completion. Please see under Grading Scale for more information.

Course Incompletes – “U” Grade

Students who cease participation in graded activities prior to completing 50% of the term will be classified as receiving an “unearned F” and the course grade reflected as “U” (“Unearned Fail”); a recalculation of their Financial Aid eligibility will be conducted based on the student’s last date of attendance. The last date of participation is defined as the last day the student participated in a graded activity within the course. This recalculation may result in a balance on their account and could place students’ future financial aid funding and registration at risk.

Students who receive a “U” grade will generally be required to retake the course. U grades not repeated within one year will be assigned an “F” grade.

A “U” grade does not impact the calculation of CGPA. Credits associated with courses in which an Incomplete grade is received are included in Total Semester Credits Attempted and count toward the Maximum Time Frame for Completion.

When courses with an incomplete “I” or ungraded “U” grade are completed and a final grade assigned, the resulting credit and grade point will be included in the CGPA. Please see under Grading Scale for more information.

Course Withdrawals — “W” Grade

A “W” grade is not included in the calculation of CGPA. Credits associated with courses with a “W” grade count toward the Total Semester Credits Attempted and Maximum Time Frame for Completion.

Course Repeats

Credits from all course attempts will be counted in Total Semester Credits Attempted. Only the highest grade received will be included in the calculation of CGPA. Credits from all course attempts also count towards the Maximum Time Frame for Completion. Students receiving Title IV Federal Financial Aid may repeat a course in accordance with ACHS’s academic policy and Department of Education guidelines.

Transfer Credits from Other Institutions, Readmitted Students, and Students Changing Majors

If a student transfers to ACHS from another institution, the transfer credits that
have been accepted by ACHS will count as Total Semester Credits Attempted and Total Semester Credits Completed. The grades from such credits will not be included in the calculation of CGPA.

If a student changes majors, ACHS credits that have been applied to the new major will count as Total Semester Credits Attempted and towards the student’s Total Semester Credits Completed at ACHS. The grades from such credits will also be calculated into the CGPA.

**Grading Policy**

Course grades are a reflection of student mastery of course learning outcomes. Faculty may evaluate student performance through quizzes, exams, discussion posts, class participation, research work, essays, group projects, and other appropriate assessments.

**Grading Scale**

ACHS uses a letter grading system. All courses and course grades, except those courses dropped during the drop period, are recorded on a student’s permanent academic transcript. Only grades earned at ACHS are computed in the Grade Point Average (GPA).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade</th>
<th>GPA Points</th>
<th>Included in GPA</th>
<th>Included in Total Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>&gt;96%</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>A</td>
<td>93-95%</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>3.7</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>86-89%</td>
<td>3.3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>83-85%</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>2.7</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Academic Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
<th>Incomplete</th>
<th>Passed</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>76-79%</td>
<td>2.3</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>73-75%</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>1.7</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D+</td>
<td>66-69%</td>
<td>1.3</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>62-65%</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D-</td>
<td>60-61%</td>
<td>0.7</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CHAL</td>
<td>Challenge Exam successfully passed; credit given, no grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, no grade points or credits.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>I/Alt Grade</td>
<td>Indicates “I” grade was completed and converted to a final grade (e.g., I/A or I/R in the event the course is retaken). Grade points and credits are assigned using the alternative grade's measurement.</td>
<td>See Points for Alt Grade.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
### Academic Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Unearned F, no grade points or credit.</th>
<th>N/A</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>U/Alt Grade</td>
<td>Indicates &quot;U&quot; grade was completed and converted to a final grade (e.g., U/A or U/R in the event the course is retaken). Grade points and credits are assigned using the alternative grade's measurement.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W/Alt Grade</td>
<td>Indicates &quot;W&quot; grade was completed and converted to a passing grade (e.g., W/R in the event the course is retaken). Grade points and credits are assigned using the alternative grade's measurement.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Credit given, no grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Academic Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Credit</th>
<th>Grade Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP</td>
<td>No credit given, no grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>R</td>
<td>No credit or grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit Awarded – Credit given, no grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>No credit or grade points.</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal; administratively assigned due to withdrawal by the institution. Reasons for AW include, but are not limited to, non-payment or violations of the ACHS Academic Honesty Policy (Honor Code).</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Grade Point Average (GPA)**

Each student’s GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The grade point average may range from 0.0 to a 4.0. For example: A=4 grade points; B=3 grade points; C=2 grade points; WF/F=0 grade points.

P/NP (Pass/No Pass) courses are not factored in the student’s GPA. I (Incompletes) and W (Withdrawals) do not receive grade points and do not have an effect on the GPA:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AROMA 101</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>AROMA 203</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>NAT 101</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**Example Student Transcript**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AROMA 101</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>AROMA 203</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>NAT 101</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

12 Total Credit Hours Attempted | 27 Total Grade Points

To get the example student's GPA, the total grade points are divided by the total credit hours attempted.

For example: Total Grade Points/Total Credit Hours Attempted = 27/12 = 2.25

**Transfer and Readmitted Students/Students Changing Majors**

If a student transfers to ACHS from another institution, the transfer credits that have been accepted by the ACHS will count as Total Semester Credits Attempted and Total Semester Credits Completed. The grades from such credits will not be included in the calculation of minimum CGPA.

If a student changes majors, ACHS credits that have been applied to the new major will count as Total Semester Credits Attempted and towards the student’s Total Semester Credits Completed at ACHS. The grades from such credits will be calculated into the Minimum CGPA.

**Grade Appeals**

Students may dispute a grade if they disagree with a professor’s assessment of their performance. To dispute a final grade received in a course, students should contact
their professor with the basis of their dispute. A grade dispute will be considered only if there is evidence of any of the following:

- The grade was incorrectly calculated
- Unaccountable conduct on the part of the professor
- Clerical error in recording the grade (i.e., the professor communicated a grade different than the one received)

If a student is unable to resolve a disputed grade with his or her professor or if the student no longer has access to his or her course, the student must contact his or her student services advisor. The advisor has authority to attempt to resolve the dispute or can escalate the dispute to the ASC. To escalate a dispute, the student must complete the Academic Standards Committee Petition Form. This form must be received within two weeks of the end of the course to be considered. The ASC may conduct an independent review of student work contributing to the disputed grade and will decide on the grade. The dean of students will reply directly to the student and professor by email or in writing and will update the student’s academic record with the appeal decision.

Please be aware that a grade appeal does not guarantee a higher grade. The disputed grade may be maintained, raised, or lowered as a result of a review.

**Assessment Re-submissions**

Students should contact their professor directly if they need to retake a module exam or resubmit an assignment.

We encourage students to carefully review their graded assessment and discuss any difficulties they had with the material with their professor before retaking the assessment. Resubmissions are at the discretion of the professor. Remember that assessments are designed to be learning tools and they enable the professor to evaluate whether or not students have achieved the learning outcomes for the module or course.

The grade for the resubmitted assessment will replace the initial grade. Continued failure to earn a passing grade may necessitate a student’s dismissal from the course.

**Retaking the Final Exam**

The grade for the resubmitted final examination will replace the initial grade.
Academic Policies

Repeated Courses

Students receiving Title IV Federal Financial Aid may repeat a course in accordance with ACHS’s academic policy. Credits from both course attempts will be counted in Total Semester Credits Attempted and in Minimum Cumulative Credits Completed at ACHS but only the highest grade received will be included in the calculation of minimum CGPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion.

Readmission

Students who have been administratively withdrawn are not eligible for reinstatement, and must apply for readmission to ACHS, subject to approval by the Academic Standards Committee (ASC). Readmission does not change the student’s original entry date. Time to degree will be calculated from his or her first entry date. At that time, the student’s academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. If both of these standards can be achieved and the student has demonstrated an ability to benefit from the program, the student will be readmitted and will also be eligible for Title IV funds upon re-enrollment.

If it is not possible for the student to meet both standards, the student will be allowed to enroll at his or her own expense; the student will not be eligible for Title IV financial aid programs.

After being readmitted to ACHS, any student not earning a cumulative GPA of 2.0 for undergraduate courses or 3.0 for graduate courses and completing 67% of the credits attempted each month thereafter will be administratively withdrawn from ACHS and will not be eligible for readmission. Students will receive written notification of administrative withdrawal.

Inactive Status

Students who have not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and have not applied for and received a formal leave of absence, are considered inactive.

Course Length

ACHS courses are cohort-based and completed over 15 weeks. Select accelerated courses are also offered in March and July each year and are completed over 7.5 weeks. They start and end on specific dates and course due dates are set for each
module. Students can view the start and end dates of each class within their online classroom, within their account at https://myachs.com, and on their enrollment paperwork. Students will find module due dates for each course within the online classroom and in the integrated course calendar.

Requirements for Completion

Course

Requirements for completion vary for each course but may include completion of module exams, discussions, practical lab work, practical exercises, and examinations. Students should refer to the syllabus in each course for information about required assessments.

Students must complete all required assessment and the final exam by the last day of the semester. Course extensions are generally not available past the end date of the semester. Students must achieve a minimum passing grade of C- (70%) to pass a course.

Certificate, Diploma, and Degrees

Certificates, diplomas, and degrees are issued at the completion of all program requirements as set out in the criteria for the program in this Program Catalog. Students must be in good academic and financial standing to graduate, with all fees paid. Degrees feature the College seal and are signed by the founding president and president. Students can access their unofficial transcript at any time during their program in the online account at https://myachs.com to review their grade report at the end of each course working toward the degree.

Leave of Absence Policy

Course

If a student needs a temporary leave of absence from a course, the student should reach out to his or her student services advisor and instructor. In some cases, the student may be able to make arrangements to submit coursework ahead of schedule or receive modified due dates to cover the leave period. Students are required to participate in substantive interaction each week, so generally the approved leave of absence will not exceed one to two weeks. In addition, the student should refer to the section in this catalog and in his or her course syllabus titled, Required Assessments, for more information about managing course assignments.

If a student is not able to continue in a course in the current semester, the student...
will be directed to drop the course and register for the course in the next semester. The ACHS Refund Policy applies to the course drop and tuition is prorated accordingly.

Students wishing to drop a course may do so in any manner and may want to also discuss options with their student services advisor at 800.487.8839 or email stuserv@achs.edu. A student may be required to purchase updated materials when the course is rescheduled if materials have been updated for the next intake. A student’s financial account must be in good standing to schedule the course for the next semester. Students will be charged for the current tuition and fees at the time of re-registration. ACHS cannot guarantee that space will be available in the next intake. In this case, an alternate course in the student’s program may be recommended.

Program

When it is necessary for active students to take a temporary break from their academic program, they should apply for an academic Leave of Absence (LOA) from ACHS. A LOA is defined as a temporary break from academic registration for those with a clear intent to return to the program of study. Upon return from the LOA, a student is not required to apply for readmission to the college.

Students may apply for a LOA for a period of up to 12 months and must provide an expected date of return. The applicant may be asked to provide documentation regarding the reason for the leave. Circumstances justifying a leave include but are not limited to:

- personal or family medical conditions
- call to active military duty (also see ACHS’s Military Deferral Policy)
- maternity or paternity leave, or
- death in immediate family.

A student’s financial account must be in good standing to be eligible to request a leave of absence.

Students considering a LOA must contact their student advisor to discuss strategies to help them continue their studies prior to requesting the LOA. In order to apply for the LOA, the student must submit the Leave of Absence Request form located at: https://docs.google.com/forms/d/e/1FAIpQLSd_lNvRU0-QTHU5sLxpVIo98A1ULdijzE5ttO22vCypVfcDnw/viewform.

Note: Students with student loans should confer with the loan provider before requesting a leave of absence to ascertain the consequences of a leave on their loan status. Students on a leave of absence are considered withdrawn for the
purposes of federal financial aid and will be provided with exit counseling.

Final Examination Process

Online Examinations

ACHS’s online final exams are timed by the system and use online methods to ensure academic honesty, including methods to verify identity. We also ask students to abide by an honor code.

Key points for exams:

- Final exams are closed book: They must be completed without reference to other materials including online search tools.
- Exams are designed to be challenging to complete in the given time to ensure that the student does not have time to refer to outside materials but, for unproctored exams, we ask that students commit to honor this requirement.
- Each section of each online examination pulls questions randomly from a larger “pool” of questions, so that each student sees a different examination.
- No student may share quiz or exam questions with any other student, before or after taking a quiz, module exam, or final exam.
- Online exams also utilize other methods to ensure academic honesty, for example tracking students’ IP addresses and the times students are logged on.
- We expect each student to uphold the standards of academic honesty laid out in this Catalog.

Proctored Examinations

To ensure academic integrity, ACHS requires students to take proctored final exams at appropriate intervals. This verifies that the student who takes the exam is the same person who enrolled in the program and that the examination results will reflect the student’s own knowledge and competence in accordance with stated learning outcomes. Students complete proctored exams through the online classroom in Canvas; proctored exams require a web camera. All proctored exams are closed-book and are limited in time.

ACHS has selected specific exams to be proctored. These courses are designated on the ACHS website and in the Required Assessments section of the course
Academic Policies

syllabus. For more information, please visit https://achs.edu/exam-proctoring-requirements or email stuserv@achs.edu.

Reinstatement

Program

Students who are not successful taking at least one credit-bearing course per academic year and are not on an approved leave of absence are subject to administrative withdrawal and are not eligible for reinstatement; the student must apply for readmission to the College (see Readmission).

Students who have not completed their requirements by their time-to-degree limit and neglected to get an extension before reaching the limit are on inactive status regardless of registration in each academic year and are required to apply for reinstatement if they wish to continue in their program. These students must also apply for an extension of their time-to-degree. (See Time to Degree.) Note that time to degree cannot be extended for students using federal financial aid.

To apply for a reinstatement, the student must complete an Academic Standards Committee Petition Form and submit the completed form to his or her student services advisor.

The Petition will be considered at the next ASC meeting. If reinstatement is approved, the student must pay the current reinstatement fee (view fee information at https://www.achs.edu/other-fees).

Students who interrupt their studies by officially withdrawing from the College or failing to maintain SAP will be held responsible for the program requirements in force and published at the time they are readmitted or reinstated into that program. A student who has been officially reinstated must follow the stipulations provided above in this section to remain in good academic standing.

Graduation

A student graduates according to the degree requirements of the American College of Healthcare Sciences in effect the first term the individual was admitted.

To graduate, each student must:

- Complete all assessments and examinations with a passing grade, demonstrating competency (refer to the Grading Scale earlier in this Catalog)
- Complete and submit all required forms


### Academic Policies

- Pay all tuition and fees
- Comply with all rules and regulations set out in the current edition of the ACHS Program Catalog and the Enrollment Agreement
- If using federal financial aid, complete government-mandated student loan exit counseling at [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action)
- Complete the Graduation Application form ([https://contact.achs.edu/graduation-application](https://contact.achs.edu/graduation-application)) and pay the graduation fee

ACHS hosts a graduation ceremony once a year, typically in June. All students who have completed a degree, certificate, or diploma program within the last year are included in the graduation ceremony. Students may opt out of the ceremony if they wish by making a request in writing to the Registrar’s Office. Any student who has completed a degree, certificate, or diploma is eligible to participate in the ceremony. ACHS hosts a virtual graduation that is live streamed; students are invited and encouraged to view the ceremony along with their family and friends. ACHS may also offer an in-person graduation option.

**Graduation Application Process**

The registrar coordinates all applications for graduation ([registrar@achs.edu](mailto:registrar@achs.edu)). A signed graduation application along with the graduation fee must be turned into the Registrar’s Office once all course requirements have been met and tuition and fees paid. The graduation application can be completed at [https://contact.achs.edu/graduation-application](https://contact.achs.edu/graduation-application).

Degrees are conferred and included on student transcripts when all program requirements have been completed and the College has received payment for all tuition and fees ([view fee information at](https://www.achs.edu/other-fees)). All coursework, including any outstanding incompletes, must be completed by the student’s final graduation date to be eligible to receive the degree.

Please note that students completing an individual course will not apply for graduation, however, may request an official transcript at [https://contact.achs.edu/achs-transcript-request](https://contact.achs.edu/achs-transcript-request).

Applications for graduation are processed in order of receipt three times per year—February 1, June 1, and October 1. Rush graduation may be requested with an additional fee ([view fee information at](https://www.achs.edu/other-fees)).

Diplomas and/or certificates are individually prepared for each student and mailed to the student within four to six weeks of conferral. Graduates will be notified each year by email of opportunities to attend a graduation ceremony.
Academic Policies

Challenge Exams

Challenge exams are available to students who are able to demonstrate proficiency in the course learning outcomes through education or experience but may be ineligible for transfer of credit.

Challenge examinations consist of the final exam for the current course and require the exam to be proctored. In courses that culminate in a final paper, the challenge exam consists of comparable writing assessments.

Students may request a course syllabus detailing the topics covered and required textbooks for the course before attempting the exam. Students should also ensure they obtain copies of current editions of required texts to prepare for the exam if needed.

The passing score for challenge exams is 70%.

No more than 25% of the credits towards a degree can be obtained through examinations and are subject to ACHS’s maximum allowable transfer of credit requirements in combination with transfer of credit for earned academic credit. Details are available from admissions or student services; view fee information at https://www.achs.edu/other-fees.

Students who successfully pass a challenge exam will not incur tuition charges for the course(s). If a student successfully passes a challenge exam after the course tuition has been applied to the student’s account, the course will be cancelled and a pro-rated tuition adjustment will be credited to the student’s account in accordance with the institution’s refund policy (refer to the Tuition and Fees section of this Program Catalog for the full refund policy).

Students may also be eligible to earn credit by exam upon successful completion of College Level Exam Program (CLEP) exams (https://www.achs.edu/clep-exams) and DANTES Subject Standardized Tests (DSST) proficiency exams (https://www.achs.edu/dantes-subject-standardized-tests-dsst). Ask your advisor for more information.
ACHS Student Services

Alumni Association

Graduates automatically become members of the ACHS Alumni Association, which offers continuing benefits to graduates, including networking opportunities and special offers. Graduates also have the opportunity to become Donor Alumni Members with increased benefits.

Student Housing and Counseling

As ACHS is primarily a distance learning institution, student housing, counseling, healthcare services, and meals are not provided. Discounted hotel accommodation rates may be available for out-of-town students attending optional on-campus programs. Student counseling services are available to students through their professors.

Student Discounts

ACHS students benefit from discounted goods and services with several organizations and companies in the holistic health industry. Students and graduates may also be eligible for special savings in the Apothecary Shoppe College Store. Visit https://www.achs.edu/alumni-discounts for details.

Student ID Cards

ACHS provides student ID cards to new students usually four to six weeks after enrollment. Current students can also request an ID card by contacting the Registrar’s Office at registrar@achs.edu or calling 800.487.8839.

Student Grammarly Account

Grammarly is a Web app that, according to Forbes, “quickly and easily makes your writing better.” It’s what our own communications team uses. It’s like having a writing tutor looking over your shoulder whenever you write anything, anywhere (except with pen and paper), and it’s a great tool for students.

All active ACHS students have full premium account access to Grammarly. When Grammarly recently surveyed academic students using the platform, here’s what they found:

- Students reported on average a 30% increase in their levels of confidence writing.
Academic Policies

- 90% of students reported their grades improved by at least a half-grade level (with 47% reporting an improvement of a full letter grade or more!)
- More than 60% of students reported saving significant or notable amounts of time in the writing process with Grammarly.

To set up your Grammarly account, go to https://www.grammarly.com/edu/signup, enter your name, password, and student email address @achs.edu. Then follow instructions to integrate the app into your browser (and, optionally, your word processor as well).

Transcripts & Letters of Recommendation

Transcripts and letters of recommendation for students and graduates in good standing may be requested from the Registrar’s Office. Students should complete the Transcript Request Form or Letter of Recommendation Request Form and submit to the Registrar’s Office. The graduation application fee includes one official transcript upon program completion. There is a small fee for each additional official transcript (view fee information at https://www.achs.edu/other-fees). Order transcripts at https://www.achs.edu/transcripts-letters-recommendation.

Please note that transcripts will only be issued to students with a financial account in good standing; students using federal student loans are required to complete financial aid exit counseling prior to the release of transcripts.

Transcript Requests for Deceased Students

All requests for copies of the transcript of a deceased student must be made in writing, addressed to the registrar, and include as much of the following student information as possible:

- Student’s name while enrolled (and former name, if applicable)
- Student’s social security number (if applicable) or student ID number (if known)
- Student’s date of birth
- Dates of enrollment
- Death certificate (original preferred, photocopy is acceptable) or obituary notice*

The requestor must also provide the following personal information with the written request:

- Name
- Mailing address
Academic Policies

- Phone number
- Documentation of the relationship of the requestor to the deceased**
- Reason for the request
- Signature
- Date of request

* If an original death certificate is provided, it will be photocopied for the College's record and returned to the requestor with the transcript.

** Usually the requestor is a surviving child and, in that case, the request should be accompanied by that person’s birth certificate. Most U.S. birth certificates list the child's parents’ names and are compared to the death certificate. An original birth certificate is preferred, which will be photocopied for the College’s record and returned to the requestor with the transcript.

Placement Services & Career Planning

ACHS cannot guarantee placement of graduates and does not provide career placement services. ACHS provides industry and professional information to graduates including networking resources and updates on industry credentialing opportunities. ACHS Practitioner Directory online at http://www.achs.edu.

Alumni Services at ACHS

ACHS is proud of its alumni community and is committed to continually developing programs that support alumni professional development and lifelong learning in holistic health.

ACHS offers alumni support that:

- Encourages students and alumni to explore professional pathways
- Provides tools to assist in managing the transition from school to career such as our Master Lecture Webinar series and free Alumni Success Coaching program
- Supports students as they expand their knowledge of the professional workplace, including standards, credentials, and legal compliance
- Teaches students and alumni how to leverage personal connections and networks
- Provides tools and resources on starting a business to entrepreneurial graduates
- Provides jobs boards and resource links to assisting alumni in their job searches
- Provides professional development resources, training, and mentorship to
help students and graduates with meaningful support for success

For more information about alumni services, please visit https://www.achs.edu/alumni or email alumni@achs.edu.

**ACHS Alumni Highlights**

Wondering where your ACHS studies might take you in the health and wellness field? Check out ACHS’s Alumni in Action at https://www.achs.edu/alumni/in-action, and get ready to be inspired!

You can also take advantage of networking opportunities at https://www.achs.edu/networking.

Bounce ideas for a new business or job search off other students and graduates just like you. Hint: Students can also share ideas and collaborate with their classmates as they complete their training.

**Liability Insurance for Graduates**

The College is proud to have secured student and practitioner liability insurance for ACHS aromatherapy, herbal medicine, holistic nutrition, and holistic health students and graduates.

Learn more about insurance benefits at https://www.achs.edu/professional-liability-insurance.

**Library Services**

Keeping up-to-date with industry research is important in all health-related fields, especially in holistic health and wellness, which is developing so rapidly.

As part of our commitment to providing the highest quality education, ACHS maintains an extensive student library accessible online 24/7.

The ACHS Library (also sometimes referred to as the Virtual Library or the Library Launchpad) provides free access to several subscription databases, as well as links to open access databases, online journals, industry websites, reference and citation tools, and additional resources.

**ACHS Library Databases**

All current students are provided access to three subscription research databases:
The Natural Medicines Database

The Natural Medicines database was founded by clinicians and researchers to provide evidence-based information about complementary and alternative therapies. Within Natural Medicines, students can search subject-specific databases on Food, Herbs, & Supplements; Health & Wellness; Sports Medicine; Commercial Products; Medical Conditions; among others.

The Alt HealthWatch Database

The Alt HealthWatch database also emphasizes complementary, holistic, and integrated approaches to healthcare and personal wellness. Within Alt HealthWatch, students can access full-text articles from hundreds of peer-reviewed journals. It also contains pamphlets, booklets, special reports, original research, and book excerpts.

The LIRN Database

The LIRN is a 501(c)(3) nonprofit corporation, and provides access to millions of articles, eBooks, videos, and other resources within subject-specific databases. Students can use the LIRN general search to search all results within the entire database or Advanced Search to search by subject group or individual database (e.g., Research Library: Health and Medicine).

The ProQuest Research Companion is a tool within the LIRN designed to guide students through the research and writing process. This is an optional, but highly recommended tool that demystifies the research writing process in nine easy-to-follow modules.

Students are also provided access to several open access resources including:

InnerBody

InnerBody is a tool that allows you to explore the human body like never before. With hundreds of interactive anatomy pictures and descriptions, this resource will help you discover what you want to know about human anatomy.

Google Scholar

Google Scholar is a scholarly search engine operated by Google that houses literature across many disciplines.

BASE (Bielefeld Academic Search Engine)
BASE, operated by the Bielefeld University Library, is an open access resource with more than 5,000 sources, including full-text research articles.

A full list of ACHS’s open access resources can be viewed under the Recommended Library Resources section of the Library Launchpad.

**Article Request Service – Oregon Health & Science University Library**

The ACHS Library provides current ACHS students, faculty, and staff with an article request service to assist in obtaining electronic journal articles from Oregon Health & Science University (OHSU) that are not available for free in the ACHS Library Launchpad. Articles are delivered electronically via email.

To submit a request, ACHS students, faculty, and staff fill out the ACHS Article Request Form located within the Library Launchpad with all necessary citation information.

This service is available Monday through Friday, 8:30 a.m. - 5:30 p.m. PST and takes approximately 72 hours for delivery.

**ACHS Theses & Capstone Project Catalog**

ACHS graduate students complete a comprehensive thesis or Capstone project as part of all masters program requirements. These theses and Capstone projects may be published on the ACHS website and are available to students and the general public as scholarly resources.

You can find published theses and Capstone projects at [https://www.achs.edu/achs-theses-capstone-projects](https://www.achs.edu/achs-theses-capstone-projects).

**ACHS Student Center Library Resources**

The ACHS Student Center includes additional library resources beyond what is included within your online course(s). In addition to the databases described above, the Student Center hosts the ACHS Virtual Library, which has many additional subject-specific resources organized by topic (e.g., Anatomy & Physiology, Botany). The Student Center also contains the following resources:

**Library Resource Guides**

These specific tools are instructional guides on library topics including a guide on searching the library databases, search strategies, and evaluating resources. These guides include a downloadable/printable handout and matching video tutorial.
Library Subject Guides

These specific tools are downloadable guides that list library resources by academic discipline. There are eight guides on the following academic disciplines:

- Anatomy & Physiology
- Aromatherapy
- Business
- Chemistry
- Complementary and Alternative Medicine
- Herbal Medicine
- Holistic Nutrition
- Pathology

Library Training Video Resources

The ACHS librarian hosts monthly library webinars on library specific topics including how to use the library databases, APA, search strategies and more. These webinars are also recorded for those who cannot attend the live sessions.

Student Center Writing Support

Writing lab tools are also available for students of all levels in the Student Center. Review some common writing errors and download resources to help practice and improve as you progress through your coursework.

You can also use the Ask the English Professor discussion board for specific writing questions you have as you work through your assignments.

Contact the Librarian

The best way to contact the ACHS Librarian with research questions or questions about the ACHS Library resources is to email librarian@achs.edu, submit a request via the Ask the Librarian button in your ACHS classroom, or post to the Ask the Librarian discussion board in the Student Center.

Petitioning for Deviation from Standard Program

The purpose behind all academic program requirements is to preserve the integrity of the program. At times, a student might request a deviation from the standard program requirements. Any modifications of academic programs or waivers of requirements are granted only after careful consideration by the Academic Standards Committee (ASC), including review by the academic dean and faculty as applicable. Please note the following:
Academic Policies

- If a student requests to substitute courses, the requested courses must be at the same level or higher than the original courses in the program (for example, a 200-level course can be substituted for a 100-level course but not vice-versa).
- All prerequisites must be met for substituted courses, unless explicitly waived by the ASC.
- All original program learning outcomes must still be able to be met.

**Procedure for Submission of Petition for Deviation from Standard Program**

1. Enrolled students should contact the dean of students (prospective students should contact the dean of admissions), to discuss the reasons for seeking a modification of the academic program or waiver of academic requirements. The dean of students or dean of admissions will direct the student to complete ACHS’s Academic Petition requesting Deviation from Standard Program with all relevant supporting documents. The ACHS Petition can be accessed online here.
2. The student returns the petition to the dean of students or dean of admissions.
3. The dean of students or dean of admissions reviews the petition to ensure the documentation is complete and presents the petition at the next ASC. Feedback is solicited from the admissions or student services advisor, academic dean, and/or faculty as applicable. Committee members will review the proposed deviation request to ensure the program-level outcomes will still be able to be met.
4. If approved, the ASC decision is sent to the student via email. If the petition is denied, the petitioner is sent the decision by email.

**Provisions for Undergraduate Student to Take Graduate-Level Courses**

An undergraduate student who is pursuing an undergraduate degree at the American College of Healthcare Sciences may take up to nine credits of graduate-level courses and must meet the following criteria:

1. The student must have an overall grade point average of 3.0 or better through the preceding term.

4 The ACHS Petition is completed online here.
2. The student must meet the prerequisites for the course.

The following additional parameters apply:

- If the student wishes to earn graduate-level credit, he/she must pay the graduate tuition rate.
- If the student wishes to earn undergraduate-level credit, he/she may pay the undergraduate tuition rate.
- The graduate credit may be used to satisfy elective or core requirements in the undergraduate program.
- The student may apply a maximum of nine graduate credit hours toward undergraduate requirements.
- Graduate students receive priority enrollment in graduate-level courses.
- Earning graduate credits as an undergraduate is not a guarantee of future admission into any graduate program at the American College of Healthcare Sciences.
Undergraduate Programs of Study

This section contains the curriculum requirements to be followed by students enrolling for the first time (or readmitting) in ACHS undergraduate degree, certificate, and diploma programs from the date indicated in this Catalog.

Undergraduate courses range in credits and require at least three hours of study per week, per semester credit. For example, expect a three semester credit course to require at least nine hours per week of study time. Courses are offered in standard terms of 15 or 7.5 weeks.

Undergraduate Programs Offered

Undergraduate Degree Programs
- Associate of Applied Science in Complementary Alternative Medicine
- Associate of Applied Science in Health and Wellness
- Bachelor of Science in Holistic Nutrition
- Bachelor of Science in Integrative Health Sciences

Undergraduate Certificate Programs
- Certificate in Aromatherapy
- Certificate in Herbal Studies
- Certificate in Holistic Nutrition Consulting
- Certificate in Holistic Spa Management
- Certificate in Homeopathy Consulting
- Certificate in Integrative Health and Fitness Training
- Certificate in Iridology Consulting
- Certificate in Natural Products Manufacturing
- Certificate in Wellness Consulting

Undergraduate Diploma Programs
- Diploma in Aromatherapy
- Diploma in Herbal Studies Master Herbalist
- Diploma in Holistic Health Practice

Program Specialization Tracks

ACHS’s student body is diverse in experience, and students' academic and career objectives mirror that diversity. In applicable programs, students may select a guided pathway to specialize their program, also called a specialization track, or select remaining credits from a wide range of elective options. View each program
in this catalog or visit https://achs.edu/achs-academics for more information.

**Recommended Course Sequence**

Admissions and academic advisors work with students to provide them with an academic plan prior to enrollment. This guided pathway is developed by ACHS faculty, subject matter experts, and academic advisors and is designed to promote student success. Some students may be asked to take courses in a particular order following assessment of their previous education and experience, even if there is not a specific prerequisite for a course.

**Disclaimer**

Graduation from any ACHS program does not confer a license to practice medicine. ACHS graduates do not claim to treat, diagnose, cure, or prescribe.

Please note that professional success is achieved by a number of factors beyond education and experience including soft skills, work ethic, integrity, and other skills that may not be developed through education and training alone. Not all graduates will achieve the career outcomes provided as examples in the following pages and in ACHS marketing materials.
Associate of Applied Science in Complementary Alternative Medicine Degree Program

This program is a terminal professional degree and is not designed as a transfer degree.

Overview

This program is designed to help guide the evolution of healthcare by creating, educating, and actively supporting a community of professionals who embody the philosophy and practice of complementary alternative medicine (CAM).

Emphasis is placed on the science and philosophy of holistic health using a variety of techniques that are in harmony with nature and the individual. The varied techniques that a member of the holistic health industry employs are covered, focusing on the desired outcome to increase the natural vitality of the individual and bring the body systems back into balance. We examine the belief fundamental to natural healing that the human body contains a strong power to heal itself. While examining this belief we also look at how the individual is able to stimulate this power by educating others how to maintain health once it is achieved, increasing vitality and building up one’s resistance through improved nutrition and a harmonious balanced lifestyle.

Students will integrate their learning across a wide variety of CAM disciplines through these concepts, which emerge in each subject area. The use of these concepts also provides faculty and students with a vehicle to pursue intellectual integration, similarities and differences, and engage in dialogue and debate across CAM disciplines.

Visit https://achs.edu/program/associate-applied-science-complementary-alternative-medicine-online-aas to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates from the Associate of Applied Science in Complementary Alternative Medicine (AAS in CAM) program will be able to:

- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
Undergraduate Programs of Study

- Evaluate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Compare and contrast allopathic and holistic protocols for a number of conditions
- Educate others about appropriate holistic health protocols that can help to rebalance the body and restore wellness, both for general good health and when particular ailments demonstrate an imbalance in the body and lifestyle
- Use and understand appropriate medical terminology to facilitate discussion with licensed healthcare providers and facilitate integration of CAM into the healthcare system
- Use appropriate terminology to describe therapeutic actions of various dietary supplements, including herbs and essential oils
- Identify key requirements for purchasing quality essential oils, herbs, and other supplements used in holistic health
- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Identify appropriate dietary supplements for specific instances, taking into account safety and dosage issues
- Discuss herbal medicine, its history, and status of current research, including how to locate studies in peer reviewed journals
- Identify the major active constituents, safety issues, historical uses, latest research results, including drug-herb interactions, uses, preparations, and more, for popular botanicals and educate others about these botanicals
- Educate others about herbal first aid procedures
- Understand common issues in plant identification, ethical wildcrafting, sustainable harvesting, field identification, and safety procedures and be able to educate others about these issues
- Discuss aromatherapy, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Identify, discuss, and safely use the organic or wildcrafted essential oils studied
- Create lifestyle plans and aromatherapy programs to support optimal health
- Implement clinic management tools, including case taking, ethics, and informed consent
- Identify and discuss the olfactory, skin, and muscular systems, and the effect of aromatic molecules on these body systems
Undergraduate Programs of Study

- Discuss how essential oils interact on physical and emotional levels
- Understand the chemistry of essential oils and the physiological effect and pathway of individual chemical components
- Compose aromatherapy blends for therapeutic and perfumery purposes, and for cosmetics and soap-making
- Describe a full range of methods of administration and educate others about safe and effective use

Curriculum

Students complete 60 credits distributed in the following way:

- **English Composition**: Students must complete at least six semester credit hours of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.

- **General Education**: ACHS students complete a total of 21 credits of general education. HECC requires students to complete at least 15 semester credit hours in general education courses including the undergraduate English composition requirement.

- **Core Requirements**: ACHS students complete 30 credits of core requirements in this program. HECC requires students to complete at least 24 semester credit hours in the humanities, sciences, and social sciences, or in non-vocational courses closely related to them.

- **Electives or Specialization Track**: To complete this program, students may select a specialization track or nine credits of elective study.
Associate of Applied Science in Health and Wellness Degree Program

This program is a terminal professional degree and is not designed as a transfer degree.

Overview

The AAS Health and Wellness degree program is to broaden students’ knowledge and skills with a mind-body-spirit approach to health and wellness. Students will explore various approaches to health and wellness and study the concepts, values, and applications of this exciting field of health science.

The AAS Health and Wellness program is aimed particularly at students who want to coach clients in developing healthy lifestyle habits, including: nutrition, managing daily stress, and becoming more physically active. This program is intended for anyone seeking a healthier life for themselves and their families and to help others achieve health and wellness in a non-clinical setting through education and coaching strategies.

Visit https://achs.edu/program/associate-applied-science-health-and-wellness to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates from the Associate of Applied Science in Health and Wellness (AASHW) program will be able to:

- Demonstrate a broad knowledge of effective holistic wellness practices
- Apply major behavior change theories when designing wellness plans
- Apply a number of holistic wellness protocols, as well as motivational behaviors, to develop wellness plans for both clients and a general community audience
- Review recent research in health and wellness coaching, and apply these findings to demonstrate evidence-based practice
- Explain why the body functions better in a healthy state
- Describe a variety of diseases that can upset the body’s mechanical and biochemical systems; apply effective educational approaches to help
individuals restore balance and wellness

- Identify scenarios and cases where it is appropriate to refer individuals to their licensed healthcare provider for diagnoses and treatment
- Describe the details and logistics of setting up a private wellness coaching business; identify effective examples of record keeping, marketing, customer service, legal/ethical behavior, and management
- Understand your state’s legal and regulatory requirements, and explain how you will practice within these legal parameters
- Learn and adhere to the ethical and legal obligations of relevant industry organizations, including the International Coach Federation (ICF), the National Association for Holistic Aromatherapy (NAHA), the Alliance of International Aromatherapists (AIA), the Aromatherapy Registration Council (ARC), and the American Herbalist Guild (AHG)
- Learn and adhere to the ICF ethical guidelines and professional standards, including: establishing the coaching agreement, establishing trust and intimacy with the client, coaching presence, active listening, powerful questioning, direct communication, creating awareness, designing actions, planning and goal setting, and managing progress and accountability
- Apply major behavior change theories and motivational behaviors to develop wellness plans, nutritional, lifestyle, and wellness coaching for personal use, clients, and a general community audience
- Communicate effectively during coaching sessions, and use language that has the greatest positive impact on the client
- Conduct recorded face-to-face or telephone health coaching sessions and have them evaluated by his or her peers
- Contribute to ongoing research on coaching effectiveness
- Describe the important contributions of advocates, academic researchers, and industry leaders in the field of motivational health behavior planning
- Use behavioral change and motivational listening and observation skills for maximum benefit to the coaching relationship and the client and to create a safe, supportive environment that produces ongoing mutual respect and trust

Curriculum

Students complete 60 credits distributed in the following way:

- **English Composition**: Students must complete at least six semester credit hours of English composition or equivalent Oregon Higher

5 Depending on the electives chosen.
Undergraduate Programs of Study

Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.

- **General Education**: ACHS students complete a total of 21 credits of general education. HECC requires students to complete at least 15 semester credit hours in general education courses including the undergraduate English composition requirement.

- **Core Requirements**: ACHS students complete 24 credits of core requirements in this program. HECC requires students to complete at least 24 semester credit hours in the humanities, sciences, and social sciences, or in non-vocational courses closely related to them.

- **Electives or Specialization Track**: To complete this program, students may select a specialization track or 15 credits of elective study.

**Program Specialization Tracks**

Current ACHS specialization tracks for this program can be viewed online at [https://achs.edu/program/associate-applied-science-health-and-wellness](https://achs.edu/program/associate-applied-science-health-and-wellness).

**Electives**

If a specialization track is not selected, students will complete 15 credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See [https://achs.edu/program/associate-applied-science-health-and-wellness](https://achs.edu/program/associate-applied-science-health-and-wellness) for a list of all current elective options.

Total Credits Required: 60
Bachelor of Science in Holistic Nutrition
Degree Program

Overview

Throughout the ACHS Bachelor of Science in Holistic Nutrition (BSHN) program, students learn to integrate modern science with holistic nutrition principles. After exploring biological sciences such as anatomy, physiology, psychology, biology and chemistry, students delve into the scientific world of holistic nutrition. ACHS offers a hands-on approach to learning—many classes include practical lab kits, which students use to explore concepts related to nutrition.

Graduates will learn how to gather nutrition information, evaluate that information, and develop customized nutritional suggestions and protocols for individuals and communities alike. The holistic nutrition program emphasizes evaluation of the whole person—body, mind, and spirit—while developing diverse perspectives on wellness.

This program is designed to meet all requirements of an undergraduate bachelor of science degree including 30 credits in general education, 30 credits in core sciences, 30 credits in nutrition, and 30 credits in elective courses for a total of 120 semester credit hours (four academic years in full-time post-secondary study); at least 40 semester credit hours (60 QCH) shall be in upper-division courses.

Visit https://achs.edu/program/bachelor-science-holistic-nutrition to learn more about this program including professional outcomes and credentialing opportunities.

Graduates from the Bachelor of Science in Holistic Nutrition program will be able to:

- Differentiate and evaluate the principles of conventional and holistic nutrition.
- Describe the structure of the body and the functions of the organs in a healthy state.
- Investigate the health status of a client, and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances.
- Facilitate behavioral changes by educating and coaching clients on holistic nutrition protocols that can help to rebalance the body and restore wellness.
- Describe and apply the appropriate use of dietary supplements.
Undergraduate Programs of Study

- Investigate, evaluate and apply current scientific literature to holistic nutrition practices.
- Identify opportunities for a future career in holistic nutrition.
- Appreciate the value of lifelong learning and community involvement by discovering, exploring and bridging concepts related to the social sciences, liberal arts, humanities, and natural sciences.

Curriculum

Students complete 120 credits distributed in the following way:

- **English Composition**: Students must complete at least one year (six semester credit hours) of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.

- **General Education**: The degree requires 30 semester credit hours of general education made up of the one-year undergraduate English composition requirement and 24 semester credit hours in the liberal arts and sciences, with at least six credits in each of the three areas: humanities, social sciences, and natural sciences.

- **Science Core Requirements**: A science degree, the B.S. requires one academic year in the social or natural sciences (i.e., 30 semester credit hours), of which 12 can be in mathematics and state-approved computer courses.

- **Major Core Requirements**: The degree requires distinct specialization (i.e., a “major”), which entails approximately 30 semester credit hours in the main subject, with 20 semester credit hours in upper division; 15 semester credits of upper-division hours must be taught by ACHS faculty. A dual major simply doubles these numbers.

- **Electives or Specialization Track**: To complete this program, students may select a specialization track or 30 credits of elective study.

Program Specialization Tracks

Current ACHS specialization tracks for this program can be viewed online at [https://achs.edu/program/bachelor-science-holistic-nutrition](https://achs.edu/program/bachelor-science-holistic-nutrition).
Electives

If specialization tracks are not selected, students will complete 30 credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See https://achs.edu/program/bachelor-science-holistic-nutrition for a list of all current elective options.

Total Credits Required: 120

Bachelor of Science in Integrative Health Sciences Degree Program

Overview

Throughout the ACHS Bachelor of Science in Integrative Health Sciences (BSIHS) program, students learn to integrate modern science with holistic health and wellness principles. After exploring biological sciences such as anatomy, physiology, psychology, biology, and chemistry, students delve into the scientific world of natural health such as aromatherapy, herbal medicine, lifestyle modifications, and holistic nutrition. ACHS offers a hands-on approach to learning—many classes include practical lab kits, which students use to explore and create natural remedies.

Graduates will be able to embrace the philosophy of holistic health, encompassing the whole person, while developing diverse perspectives on wellness to encourage creative problem solving to achieve balance and wellness.

This program is designed to meet all requirements of an undergraduate bachelor of science degree including 30 credits in general education, 30 credits in core sciences, 30 credits in integrative health sciences, and 30 credits in elective courses for a total of 120 semester credit hours (four academic years in full-time post-secondary study); at least 40 credits shall be in upper-division courses.

Visit https://achs.edu/program/bachelor-science-integrative-health-sciences to learn more about this program including professional outcomes and credentialing opportunities.

Graduates from the Bachelor of Science in Integrative Health Sciences program will be able to:
Undergraduate Programs of Study

- Integrate principles from modern-day medicine with natural health practices to support optimal wellness for individuals and the community.
- Define and explain the principles of natural and holistic health practices such as aromatherapy, herbal medicine, lifestyle counseling, and nutrition.
- Describe the structure of the body and the functions of the organs in a healthy state.
- Investigate the health status of the client, and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances.
- Educate clients on appropriate holistic health protocols that can help to rebalance the body and restore wellness.
- Formulate natural remedies such as aromatherapy and herbal medicine blends to support health and wellness.
- Investigate, evaluate and apply current scientific literature to integrative health & wellness practices.
- Identify opportunities for a future career in integrative health sciences.

Curriculum

Students complete 120 credits distributed in the following way:

- **English Composition**: Students must complete at least one year (six semester credit hours) of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.

- **General Education**: The degree requires 30 semester credit hours of general education made up of the one-year undergraduate English composition requirement and 24 semester credit hours in the liberal arts and sciences, with at least six credits in each of the three areas: humanities, social sciences, and natural sciences.

- **Science Core Requirements**: A science degree, the B.S. requires one academic year in the social or natural sciences (i.e., 30 semester credit hours), of which 12 can be in mathematics and state-approved computer courses.

- **Major Core Requirements**: The degree requires distinct specialization (i.e., a “major”), which entails approximately 30 semester credit hours in the main subject, with 20 semester credit hours in upper division; 15 semester credits of upper-division hours must be taught by ACHS faculty. A dual major simply doubles these numbers.
• **Electives or Specialization Track**: To complete this program, students may select a specialization track or 30 credits of elective study.

**Program Specialization Tracks**

Current ACHS specialization tracks for this program can be viewed online at [https://achs.edu/program/bachelor-science-integrative-health-sciences](https://achs.edu/program/bachelor-science-integrative-health-sciences).

**Electives**

If specialization tracks are not selected, students will complete 30 credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See [https://achs.edu/program/bachelor-science-integrative-health-sciences](https://achs.edu/program/bachelor-science-integrative-health-sciences) for a list of all current elective options.

**Total Credits Required: 120**
Certificate and Diploma Programs

ACHS’s certificate and diploma programs are intended for those getting started in the integrative health and wellness industry and those seeking specialized knowledge and skills. Certificate and diploma students take many of the same courses that are available to ACHS AAS students and the same policies and procedures apply. Please note that completion of a certificate or diploma program does not constitute a degree.

Students can choose from a range of specialties, including:

- Certificate in Aromatherapy
- Certificate in Herbal Studies
- Certificate in Holistic Nutrition Consulting
- Certificate in Holistic Spa Management
- Certificate in Homeopathy Consulting
- Certificate in Integrative Health and Fitness Training
- Certificate in Iridology Consulting
- Certificate in Natural Products Manufacturing
- Certificate in Wellness Consulting
- Diploma in Aromatherapy
- Diploma in Herbal Studies Master Herbalist
- Diploma in Holistic Health Practice

Students can enroll for up to three courses (nine semester credits) without first choosing to apply to a certificate, diploma, or degree program. Students are eligible to complete a certificate or diploma and apply those credits toward completion of an ACHS undergraduate degree within the eligible completion time and in compliance with the undergraduate admissions requirements.

Admission

Students interested in enrolling in a certificate or diploma program must apply through ACHS’s Office of Admissions and must meet all undergraduate admissions requirements.

Standards

Students are expected to perform at the same level as matriculated ACHS undergraduate students.
Curriculum

Certificate and diploma programs consist of subsets of ACHS degree programs. Students with prior education and/or related professional experience in the field may request a course substitution with approval of the ASC or earn credit by successfully passing a challenge exam.
Certificate and Diploma Programs of Study

Certificate in Aromatherapy, Registered Aromatherapist (RA)

The focus of the Certificate in Aromatherapy is holistic clinical aromatology. Holistic aromatology focuses on the support of physical, mental, emotional, and spiritual health through the application of essential oils. We use the terms “aromatherapy” and “aromatology” interchangeably throughout the program.

Visit https://achs.edu/program/certificate-aromatherapy-online-cert-aroma to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Aromatherapy will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols using essential oils to support and rebalance the body and restore wellness for general good health
- Discuss aromatherapy, its history, use, and status of current research, including how to locate studies in peer-reviewed journals
- Blend and administer essential oils safely
- Discuss the Latin names, therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the essential oils studied
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment

Curriculum

Students complete 16 credits distributed in the following courses:

AROMA 101 Introduction to Aromatherapy
AROMA 203 Aromatherapy I
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III

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Undergraduate Programs of Study

CAM 100 Principles & Practices of Integrative Health
NAT 306 Holistic Health Consulting & Business Skills

**Total Credits Required: 16**

**Certificate in Herbal Studies**

Learn to assess the quality of botanicals and understand the primary production methods of preparations, including tinctures, decoctions, infusions, and teas while learning how to recommend herbal supplements for preventative health and how to incorporate herbs in daily life to support optimal health and wellness in a retail setting.

Visit [https://achs.edu/program/certificate-herbal-studies-online-cert-herb](https://achs.edu/program/certificate-herbal-studies-online-cert-herb) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Herbal Studies will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Discuss herbal medicine, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Discuss the current state of regulations of the natural products industry, including FDA regulations, FCC regulations, GMP requirements in the U.S. and contrast with regulations in Canada and Europe
- Discuss the FDA regulations concerning structure/function claims with respect to the retail environment
- Discuss the medicinal plants studied with confidence, including the Latin name, major active constituents, safety issues, historical uses, and latest research
- Understand common issues in plant identification, ethical wildcrafting, sustainable harvesting, field identification and safety procedures and be able to educate others about these issues
- Use and understand the language of herbal therapeutic actions from alteratives to vulnerary herbs
Curriculum

Students complete 16 credits distributed in the following courses:

- CAM 100 Principles & Practices of Integrative Health
- HERB 101 Basics of Herbalism
- HERB 201 Herbal Studies
- HERB 331 Botany & Plant Identification
- NAT 305 Wellness Coaching & Communication Skills
- NAT 306 Holistic Health Consulting & Business Skills

Total Credits Required: 16

Certificate in Holistic Nutrition Consulting

This program provides training in how to educate others about appropriate holistic health protocols to support and rebalance the body and restore wellness for general good health through holistic nutrition protocols. This program includes training in how to establish a practice, locate information from state regulatory bodies to ensure compliance with local and state requirements, and discuss current topics in holistic nutrition to provide current evidence-based support.

Graduates of the Certificate in Holistic Nutrition Consulting will be able to implement tools for increased health and well-being and a more natural, balanced way of life.

Visit https://achs.edu/program/certificate-holistic-nutrition-consulting-online-chnc to learn more about this program including professional outcomes and credentialing opportunities.

In specific, graduates of the Certificate in Holistic Nutrition Consulting will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols to support and rebalance the body and restore wellness for general good health
• Discuss nutrition and the status of current research, including how to locate studies in peer-reviewed journals
• Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
• Educate others about the basics of nutrition and the importance of a healthy diet and lifestyle in the support of long-term health
• Discuss and describe the body’s structure and function in a healthy state
• Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
• Discuss current topics in holistic nutrition and be able to provide current evidenced based support
• Implement tools for increased health and well-being and a more natural, balanced way of life
• Apply principles of nutrition, nutritional biochemistry, acid alkaline balance, fasting, food combining, transitional daily diet, wheatgrass therapy, and sprouting to daily life

Curriculum

Students complete 16 credits distributed in the following courses:

CAM 100 Principles & Practices of Integrative Health
NUT 101 Introduction to Nutrition OR NAT 101 Nutrition, Bodycare & Herbalism
NAT 305 Wellness Coaching & Communication Skills
NAT 306 Holistic Health Consulting & Business Skills
NUT 308 Holistic Nutrition
NUT 309 Topics in Holistic Nutrition

Total Credits Required: 16
Certificate in Holistic Spa Management

The Certificate in Holistic Spa Management program offers foundational training in effective spa management, including an overview of business management protocols for spa management, customer service, ethical business practices, and a foundation in aromatherapy to provide basic knowledge in the use and administration of essential oils, a modality often used in spa therapies.

Visit https://achs.edu/program/certificate-holistic-spa-management to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Holistic Spa Management will be able to:

• Outline the steps to set up a spa and manage day-to-day operations
• Conduct market research and design an effective business model and marketing plan
• Develop and integrate service culture that supports profitability, employee retention, and high customer loyalty
• Integrate holistic protocols, such as aromatherapy, into spa operations
• Locate and describe relevant professional codes of ethics and state regulatory requirements as applied towards the specific holistic protocols and general spa operations
• Understand the health and safety regulatory issues as applied towards the specific holistic protocols and general spa operations

Curriculum

Students complete 9 credits distributed in the following courses:

AROMA 103 Introduction to Aromatherapy for Spa Managers OR AROMA 103B Introduction to Aromatherapy for Spa Managers Bridge Course
SPA 120 A Comprehensive Introduction to Spa Management
SPA 220 Retail Management for Spas
SPA 250 Supervision in the Hospitality Industry
SPA 367 Financial Management for Spas

Total Credits Required: 9
Certificate in Homeopathy Consulting

Homeopathy is treating illness with minute doses of remedies, which, when taken in larger doses by healthy people are capable of producing symptoms similar to the disease. It is based on the natural law of healing, “Similia Similibus Curantur,” which means, “Like cures likes.”

Graduates of the Certificate in Homeopathy Consulting will be able to implement tools for increased health and well-being and a more natural, balanced way of life using homeopathic remedies. Graduates also have a comprehensive understanding of anatomy and physiology and holistic clinical correlates.

Visit https://achs.edu/program/certificate-homeopathy-consulting-online-chc to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Homeopathy Consulting will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols using homeopathy to support and rebalance the body and restore wellness for general good health
- Discuss homeopathy, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Discuss and describe the body’s structure and function in a healthy state
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment

Curriculum

Students complete 16 credits distributed in the following courses:

CAM 100 Principles & Practices of Integrative Health
NAT 204 Energetic Modalities II: Homeopathy
NAT 210 Anatomy & Physiology I
NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
NAT 306 Holistic Health Consulting & Business Skills

Total Credits Required: 16

Certificate in Integrative Health and Fitness Training

The Integrative Health and Fitness Training program offers training and preparation for those who wish to work in the fitness industry, whether full- or part-time, in an athletic club, ski resort, or sports medicine facility. Learn to evaluate each client’s level of fitness and create an appropriate fitness and nutrition plan to meet the client’s individual fitness goals. Students will gain skills and knowledge necessary to promote their services, establish trainer-client relationships, help clients to achieve individual fitness goals, and act in accordance with relevant professional codes of ethics.

Visit [https://achs.edu/program/certificate-integrative-health-fitness-training](https://achs.edu/program/certificate-integrative-health-fitness-training) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Integrative Health and Fitness Training will be able to:

- Develop a diet plan for a particular person engaging in a specific sport
- Examine the influence of nutrition on the anatomy and physiology of exercise
- Perform, integrate, and report subjective, objective, movement, and postural assessment.
- Provide exercise technique and training instructions
- Convey basic nutritional concepts, weight management concepts, and nutritional guidelines for enhancing athletic performance
- Facilitate client goal setting strategies and procedures
- Demonstrate effective communication techniques using active listening, powerful questioning and direct communication, and motivational interviewing techniques
- Develop and maintain an effective coaching plan with a mock client, applying principles of wellness through therapeutic lifestyle changes
- Facilitate learning and results by creating awareness, designing actions, planning, and goal setting

Curriculum

Students complete 16 credits distributed in the following courses:
Undergraduate Programs of Study

CAM 100 Principles & Practices of Integrative Health
NUT 101 Introduction to Nutrition OR NUT 308 Holistic Nutrition
NUT 304 Sports Nutrition
PFT 101 Personal Fitness Training
HLTH 101 Personal & Community Health
NAT 305 Wellness Coaching & Communication Skills Online

Total Credits Required: 16

Certificate in Iridology Consulting

Graduates of the Certificate in Iridology Consulting will be able to implement tools for increased health and well-being and a more natural, balanced way of life. Graduates learn the techniques and theory of iridology, analyzing the iris of the eye in relation to the body’s health.

Visit https://achs.edu/program/certificate-iridology-consulting-cic to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Iridology will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Discuss iridology, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Educate others about appropriate holistic health to support wellness for general good health
- Discuss and describe the body’s structure and function in a healthy state
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment

Curriculum

Students complete 16 credits distributed in the following courses:

CAM 100 Principles & Practices of Integrative Health
NAT 203 Historical Modalities I: Iridology
NAT 210 Anatomy & Physiology I
NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
NAT 306 Holistic Health Consulting & Business Skills

Total Credits Required: 16

Certificate in Natural Products Manufacturing

Graduates of the Certificate in Natural Products Manufacturing will be able to use herbs and essential oils to manufacture natural products, including lotions, creams, salves, bath and bodycare products, and formulate natural perfume blends.

Visit https://achs.edu/program/certificate-natural-products-manufacturing-online-cnpm to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Natural Products Manufacturing will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Discuss herbal medicine and aromatherapy, their history, and status of current research, including how to locate studies in peer-reviewed journals
- Be able to incorporate herbs and essential oils into quality bath, household and bodycare products
- Discuss the current state of regulations of the natural products industry, including FDA regulations, FCC regulations, GMP requirements in the U.S. and contrast with regulations in Canada and Europe

Curriculum

Students complete 16 credits distributed in the following courses:

AROMA 101 Introduction to Aromatherapy
CAM 100 Principles & Practices of Integrative Health
HERB 101 Basics of Herbalism
HLTH 101 Personal & Community Health

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NAT 101 Nutrition, Bodycare & Herbalism OR NUT 101 Introduction to Nutrition
NAT 306 Holistic Health Consulting & Business Skills

Total Credits Required: 16

Certificate in Wellness Consulting

Holistic medicine comprises a wide range of modalities. The Certificate in Wellness Consulting covers a diverse selection of holistic modalities enabling graduates to select the modalities that will best assist clients in achieving optimal health. Students in this program also focus on pathophysiology and holistic support protocols for clients experiencing acute and chronic problems. Graduates of this program are able to understand and explain the basic principles of pathophysiology, as well as the mechanical and biochemical changes caused by a variety of diseases or imbalances.

Visit https://achs.edu/program/certificate-wellness-consulting-online-cwc to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Certificate in Wellness Consulting will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols to support and rebalance the body and restore wellness for general good health
- Discuss nutrition as the foundation for any natural health lifestyle plan and the status of current research, including demonstrating how to locate studies in peer-reviewed journals
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Educate others about the importance of a healthy diet and lifestyle in the support of long-term health
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
Undergraduate Programs of Study

Curriculum

Students complete 16 credits distributed in the following courses:

- CAM 100 Principles & Practices of Integrative Health
- NAT 302 Holistic Pathophysiology
- NAT 305 Wellness Coaching & Communication Skills
- NAT 306 Holistic Health Consulting & Business Skills
- 6 credits of upper division elective credit (300-400 level undergraduate course; prerequisites apply as applicable)

Total Credits Required: 16

Diploma in Aromatherapy - Master Aromatherapist

This advanced Diploma program is an in-depth study of the science and art of aromatherapy. Students study essential oil materia medica including botanical information, identification, sources, historical uses, parts used, cultivation, harvesting, production, characteristics, active constituents, therapeutic actions, medicinal uses, evidence-based uses, household uses, and perfumery. Students also study anatomy and physiology including holistic clinical correlates covering a wide range of integrative health modalities from aromatherapy and herbal studies to nutrition and wellness protocols. Students also study aromatherapy chemistry and the steps to set up a business.

Visit https://achs.edu/program/diploma-aromatherapy-master-aromatherapist-online-dip-aroma to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Diploma in Aromatherapy will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols using essential oils to support and rebalance the body and restore wellness for general good health
- Discuss aromatherapy, its history, use, and status of current research, including how to locate studies in peer-reviewed journals
Undergraduate Programs of Study

- Blend and administer essential oils safely
- Discuss the Latin names, therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the essential oils studied
- Discuss the chemistry and pharmacology of the functional groups of essential oil constituents, their therapeutic actions and contraindications and precautions
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness

Curriculum

Students complete 27 credits distributed in the following courses:

AROMA 101 Introduction to Aromatherapy
AROMA 203 Aromatherapy I
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
AROMA 305 Aromatherapy Chemistry
NAT 210 Anatomy & Physiology I
NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
NAT 306 Holistic Health Consulting & Business Skills

Total Credits Required: 27

Diploma in Herbal Studies - Master Herbalist

This diploma program is a rigorous and extensive program designed for the serious student seeking a professional working knowledge of herbalism.

Visit https://achs.edu/program/diploma-herbal-studies-master-herbalist-online-mh to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Diploma in Herbal Studies Master Herbalist will be able to:
Undergraduate Programs of Study

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Educate others about appropriate holistic health protocols using herbs and natural products to support and rebalance the body and restore wellness for general good health
- Discuss herbal medicine, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
- Identify the major active constituents, safety issues, historical uses, latest research results, including drug-herb interactions, uses, preparations, and more, for popular botanicals and educate others about the botanicals studied
- Understand common issues in plant identification, ethical wildcrafting, sustainable harvesting, field identification and safety procedures and be able to educate others about these issues
- Use and understand appropriate medical terminology to facilitate discussion with licensed healthcare providers and facilitate integration of CAM into the healthcare system, yet understand the appropriate terminology for use with consumers
- Use and understand the language of herbal therapeutic actions from alteratives to vulnerary herbs

Curriculum

Students complete 39 credits distributed in the following courses:

- HERB 101 Basics of Herbalism
- HERB 201 Herbal Studies
- HERB 302 Herbal Materia Medica I
- HERB 303 Herbal Materia Medica II
- HERB 304 Herbal Materia Medica III
- HERB 331 Botany & Plant Identification
- NAT 210 Anatomy & Physiology I
Undergraduate Programs of Study

NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
NAT 302 Holistic Pathophysiology
NAT 303 Holistic Pathology & Protocols
NAT 307 Healthcare Terminology
NAT 306 Holistic Health Consulting & Business Skills

**Total Credits Required: 39**

**Diploma in Holistic Health Practice**

The Diploma in Holistic Health Practice is a professional training program for people seeking to earn a comprehensive and recognized credential to establish a holistic health practice or to add to an existing healthcare practice.

Visit [https://achs.edu/program/diploma-holistic-health-practice-online-hhp](https://achs.edu/program/diploma-holistic-health-practice-online-hhp) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Diploma in Holistic Health Practice will be able to:

- Outline the steps to set up a business, including insurance, management, legal issues, ethics (including AHG ethics and ARC requirements), keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Discuss herbal medicine, aromatherapy, or basic nutrition, their history, and status of current research, including how to locate studies in peer-reviewed journals
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
- Educate others about the basics of nutrition and the importance of a healthy diet and lifestyle in the support of long-term health, including how to locate studies in peer-reviewed journals
- Use and understand appropriate medical terminology to facilitate discussion with licensed healthcare providers and facilitate integration of CAM into the healthcare system, yet understand the appropriate...
Curriculum

Students complete 36 credits distributed in the following way:

- **Core Requirements**: Students complete 27 credits of core requirements including nutrition, anatomy and physiology, pathology, pathophysiology, healthcare terminology, and business and consulting.
- **Electives or Specialization Track**: To complete this program, students may select a specialization track or nine credits of elective study.

Program Specialization Tracks

Current ACHS specialization tracks for this program can be viewed online at [https://achs.edu/program/diploma-holistic-health-practice-online-hhp](https://achs.edu/program/diploma-holistic-health-practice-online-hhp).

Electives

If a specialization track is not selected, students will complete nine credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See [https://achs.edu/program/diploma-holistic-health-practice-online-hhp](https://achs.edu/program/diploma-holistic-health-practice-online-hhp) for a list of all current elective options.

**Total Credits Required: 36**
Undergraduate Course Descriptions

AROMA 101 Introduction to Aromatherapy, 3 credits

Prerequisites: None

AROMA 101 provides students with an in-depth understanding of the history and uses of essential oils including basic methods of administration and therapeutic actions of each of the oils studied. AROMA 101 Introduction to Aromatherapy is the first level of aromatherapy training at ACHS.

AROMA 103 Introduction to Aromatherapy for Spa Managers, 1 credit

Prerequisites: None

AROMA 103 introduces spa workers and managers to aromatherapy, including a brief overview of essential oils, production, history, basic training in safety, related anatomy & physiology, methods of use in the spa setting, and a more in-depth look at 13 commonly used essential oils in the spa.

AROMA 103B Introduction to Aromatherapy for Spa Managers Bridge Course, 1 credit

Prerequisites: None

This course provides training on aromatherapy for spa managers and is offered as a substitution to AROMA 103 for ACHS students that have earned credit for AROMA 101 Introduction to Aromatherapy.

AROMA 203 Aromatherapy I, 3 credits

Prerequisites: AROMA 101

AROMA 203 takes students to the next step in their aromatherapy training, looking deeper at the historical uses of aromatherapy and the modern scientific research being carried out in this fascinating modality. Students study methods of administration for essential oils in more depth than AROMA 101 and the anatomy & physiology of the related body systems.

AROMA 303 Aromatherapy II, 3 credits

Prerequisites: AROMA 203
Undergraduate Programs of Study

This course provides essential oil materia medica training including the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the oils studied. Materia medica training includes botanical information, identification, sources, historical uses, parts used, cultivation, harvesting, production, characteristics, active constituents, therapeutic actions, medicinal uses, evidence-based uses, household uses, and perfumery. It is recommended that students also complete AROMA 304 to study the full complement of essential oils taught at ACHS.

**AROMA 304 Aromatherapy III, 3 credits**

*Prerequisites: AROMA 203*

This course provides essential oil materia medica training including the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the oils studied. Materia medica training includes botanical information, identification, sources, historical uses, parts used, cultivation, harvesting, production, characteristics, active constituents, therapeutic actions, medicinal uses, evidence-based uses, household uses, and perfumery. It is recommended that students also complete AROMA 303 to study the full complement of essential oils taught at ACHS.

**AROMA 305 Aromatherapy Chemistry, 3 credits**

*Prerequisites: Prior aromatherapy formal training or prior chemistry (aromatherapy-specific chemistry not required) is recommended*

This aromatherapy chemistry program provides students with a systematic approach to learning the chemical functional groups and pharmacological actions of essential oils. Written by Joy Bowles, renowned author of *The Chemistry of Aromatherapeutic Oils*, this interactive, online, professor-led program will help you make sense of the chemistry of aromatherapy. Suitable for anyone who needs to understand the science and efficacy of this healing art, including nurses, doctors, pharmacists, and other allied health practitioners.

**BIO 111 Introduction to Biology, 3 credits**

*Prerequisites: None*

This course is intended as an introduction to the study of biology, genetics, ecology, and evolution. Topics include a short history of biology, scientific method, basic chemistry of life, cell structure and function, photosynthesis, cell respiration, cell reproduction, genetics, evolution and ecology.
**BUS 101 Introduction to Business, 3 credits**

*Prerequisites: None*

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

**BUS 304 Business Communication, 3 credits**

*Prerequisites: None*

This course provides the foundations of all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes a review of resumes, application letters, interviewing tips, and employment follow-up documents.

**BUS 390 Marketing, 3 credits**

*Prerequisites: None*

This course is designed for non-business students who have no previous experience but who want a general overview of marketing while pursuing a general program of study.

**CAM 100 Principles & Practices of Integrative Health, 1 credit**

*Prerequisites: None*

CAM 100 introduces students to the diverse field of integrative health. Students will explore the principles of aromatherapy, holistic nutrition, herbal medicine, and other wellness modalities. Students will critically evaluate the history, scientific evidence base, efficacy, and safety of each modality and learn to integrate modalities to support health and well-being.

**CAM 101 Introduction to Complementary Alternative Medicine, 3 credits**

*Prerequisites: None*
This survey course will explore the field of complementary and alternative medicine (CAM), building familiarity with the variety of modalities that fall under the CAM umbrella along with their fundamental or core concepts, methodologies, and theoretical foundations. Students investigate the multifaceted meaning of the term “holistic” and consider how each CAM modality fits within the holistic health paradigm.

Current research will be explored, including the role of the National Center for Complementary and Integrative Health (NCCIH), part of the National Institute of Health (NIH).

**CHEM 120 Introduction to Chemistry, 3 credits**

**Prerequisites: None**

This course offers today’s student a fresh perspective to the introduction of chemistry. The required textbook offers a conceptual approach to chemistry by starting first with macroscopic phenomena, and then presenting the underlying microscopic detail.

The course covers an analysis of matter and its components; chemical compounds, composition and reactions; chemical bonding; gaseous, liquid, and solid states; reaction rates and chemical equilibrium; oxidation-reductions reactions; and nuclear chemistry.

**ENG 101 English Composition I, 3 credits**

**Prerequisites: None**

This course develops students’ written communication skills with emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**ENG 201 English Composition II, 3 credits**

**Prerequisites: None**

This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

**ENV 201 Introduction to Environmental Science, 3 credits**

**Prerequisites: None**
Undergraduate Programs of Study

This course is designed as a one-semester, non-majors environmental science course. The goal is to provide an up-to-date, introductory view of essential themes in environmental science along with offering students numerous opportunities to practice scientific thinking and active learning. This course is intended for students interested in understanding how humans and other species interact with one another and with their surrounding physical environment. Students will investigate how different ecosystems function and respond to changes in various biological, chemical, and geological processes. Both historical and recent examples will be examined to illustrate how human activities impact natural systems and vice versa.

**HED 303 Stress Management and Emotional Health, 3 credits**

*Prerequisites: None*

HED 303 explores the factors associated with the development of emotional health and the management of stress as a basis for understanding a lifestyle that provides for health and wellness. The course emphasizes teaching stress management and emotional health within a consulting, coaching, or an educational setting. Practical aspects of health education and program planning will be discussed. Students will be encouraged to deepen their commitment to effective teaching by applying the principles of self-esteem building, behavior self-management, communication, and accessing appropriate resources.

**HERB 101 Basics of Herbalism, 3 credits**

*Prerequisites: None*

HERB 101 is the first step in your herbal training and is ideal if you have just discovered herbs and want to know more. HERB 101 provides students with an in-depth understanding of the history and uses of herbs including basic methods of administration and therapeutic actions of each of the botanicals studied. HERB 101 is also a prerequisite for advanced herbal training.

**HERB 201 Herbal Studies, 3 credits**

*Prerequisites: None*

HERB 201 is designed for students interested in increasing their knowledge of natural health, herbal medicine, and nutrition to improve their health and that of their family. It is ideal for students looking to move forward with advanced herbal training and pursue a career in the natural health industry if desired.
HERB 302 Herbal Materia Medica I, 3 credits

Prerequisites: None

HERB 302 is the first of a series of herbal materia medica courses, studying each botanical in depth, including its therapeutic actions, active constituents, methods of administration, cautions and contraindications, and current research. Botanicals include a selection from the following therapeutic groups: alterative, demulcent, cathartic, anthelmintic, astringent, and diuretic herbs.

HERB 303 Herbal Materia Medica II, 3 credits

Prerequisites: HERB 302

HERB 303 continues the study of herbal materia medica, studying each botanical in depth, including its therapeutic actions, active constituents, methods of administration, cautions and contraindications, and current research. Botanicals include a selection from the following therapeutic groups: diaphoretic, emmenagogue, expectorant, nerve, antispasmodic, tonic, stimulant, antiseptic, and hepatic herbs.

HERB 304 Herbal Materia Medica III, 3 credits

Prerequisites: HERB 302

HERB 304 continues the study of herbal materia medica, studying each botanical in depth, including its therapeutic actions, active constituents, methods of administration, cautions and contraindications, and current research.

HERB 331 Botany & Plant Identification, 3 credits

Prerequisites: None

This course is designed to help students understand the identification of plants based on their scientific classification. Key plant families are studied in depth to provide a basis for identification of plants in the field. The course also covers the extensive vocabulary of botany and plant identification, as they relate to roots, stems, leaves, surfaces, inflorescences, flowers, and fruits.

HIST 201 American History I, 3 credits

Prerequisites: None

This course delivers a broad survey of American history from New World
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In effect 7/1/19 until superseded by a newer version.
This course presents health education and health promotion in several contexts: public and community health, school health, and worksite health. HLTH 416 offers a unique focus on actively involving students in the educational process, from determining objectives, to instructional activities, to program evaluation. Students will be better prepared to plan, implement, and evaluate health education and health promotion programs, as well as discover ways to involve clients more actively and effectively.

**MTH 101 College Math, 3 credits**

*Prerequisites: None*

This course focuses on concepts and applications of arithmetic, including whole numbers, fractions, ratios, proportions, the decimal system, and percentages. Brief introductions to algebra, formulas, algebraic expressions, and linear equations are also included. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations.

**MTH 201 Introductory Algebra, 3 credits**

*Prerequisites: None*

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations, and graphs.

**NAT 101 Nutrition, Bodycare & Herbalism, 3 credits**

*Prerequisites: None*

Designed to increase your knowledge of natural health, this course contains up-to-date information that is engaging, easy to read, assimilate, and reference. NAT 101 is full of practical tips and is designed to be fun as well as rewarding. NAT 101 is the first step in your holistic health training and is ideal if you have just discovered holistic health and want to know more.

**NAT 202 Energetic Modalities I: Flower Essences, 3 credits**

*Prerequisites: None*

Bach flower essences are a simple, natural, and safe modality developed by Dr.
Edward Bach. Flower essences are used for emotional and psychological conditions and are safe and effective for adults, children, babies, animals, and plants. In this course, you will study modules designed to take you through the fundamentals of flower essence therapy.

Students will learn to identify the twelve original flower essences and their development as well as how to prepare flower essences from plant material. Students will also learn how to administer flower essences for a variety of physical and emotional conditions including use during pregnancy, and childbirth and with children, babies, animals, and plants.

**NAT 203 Historical Modalities I: Iridology, 3 credits**

*Prerequisites: None – Prior or concurrent anatomy & physiology training is recommended*

Can we tell the constitution or health issues from the iris of the eye? NAT 203 leads students through the theories of iridology, from historical to modern day, including the modern controversies and conflicting information from the fields of identification. Learn the basis of this modality and decide for yourself.

NAT 203 covers the techniques and theory of iridology, analyzing the iris of the eye in relation to the body’s health. In this course, students study a range of topics designed to take them through the fundamentals of iridology including the techniques and theory of iris analysis, and learn how to examine the iris of the eye in relation to the body’s health.

**NAT 204 Energetic Modalities II: Homeopathy, 3 credits**

*Prerequisites: None*

Homoeopathy is treating illness with minute doses of remedies, which, when taken in larger doses by healthy people are capable of producing symptoms similar to the disease. It is based on the natural law of healing, “Similia Similibus Curantur,” which means, “Like cures like.”

Two Greek words, homois meaning “similar” and pathos meaning “suffering,” are the source of the word homoeopathy. The principle was understood as far back as 450 BC by Hippocrates, the Greek founder of medicine, and was further developed 1000 years later by Paracelsus, the Swiss alchemist. In the early 19th century, Dr. Samuel Hahnemann (1755-1843) developed and gave homeopathy the scientific and systematic system as it is practiced today. Homeopathy is readily accepted in Britain and India where it is recognized as part of the National System of Medicine. The scientific principles developed by Hahnemann are empirically
effective and continue to be followed with success.

**NAT 210 Anatomy & Physiology I, 3 credits**

*Prerequisites: None*

NAT 210 is the first of three Level Two anatomy and physiology programs at ACHS. The focus of the anatomy and physiology courses is holistic anatomy and physiology. Holistic health is based on restoring the normal structure and function of the human body for optimal wellness. In order to understand how to restore balance to the body systems, students must first understand the normal structure and function of those systems.

**NAT 211 Anatomy & Physiology II, 3 credits**

*Prerequisites: NAT 210 or taken concurrently with NAT 210*

NAT 211 is the second of three Level Two anatomy & physiology programs at ACHS. The focus of the anatomy & physiology courses is holistic anatomy & physiology. Holistic health is based on restoring the normal structure and function of the human body for optimal wellness. In order to understand how to restore balance to the body systems, students must first understand the normal structure and function of those systems.

**NAT 212 Anatomy & Physiology III, 3 credits**

*Prerequisites: NAT 211 or taken concurrently with NAT 211*

NAT 212 is the last of three Level Two anatomy & physiology programs at ACHS. The focus of the anatomy & physiology courses is holistic anatomy and physiology. Holistic health is based on restoring the normal structure and function of the human body for optimal wellness. In order to understand how to restore balance to the body systems, students must first understand the normal structure and function of those systems.

**NAT 302 Holistic Pathophysiology, 3 credits**

*Prerequisites: None – Prior or concurrent anatomy & physiology training is recommended*

NAT 302 focuses on pathophysiology and holistic protocols for clients experiencing acute and chronic problems. This course trains students to be able to understand and explain the basic principles of pathophysiology as well as the mechanical and biochemical changes caused by a variety of diseases or imbalances.
NAT 303 Holistic Pathology & Protocols, 3 credits

**Prerequisites: None – Prior or concurrent anatomy & physiology training is recommended**

NAT 303 guides students in the fundamental principles of naturopathy or natural therapeutics. Emphasis is placed on the science and philosophy of healing using a variety of techniques that are in harmony with nature and the individual client. The varied techniques that a holistic health practitioner employs are covered, focusing on the desired outcome to increase the natural vitality of the client and bring the system back into balance. We examine the belief fundamental to natural healing that the human body contains a strong power to heal itself. While examining this belief we also look at how the holistic health practitioner is able to stimulate this power by instructing each client in how to maintain health once it is achieved, increasing vitality and building up one’s resistance through improved nutrition and a harmonious lifestyle.

NAT 305 Wellness Coaching & Communication Skills, 3 credits

**Prerequisites: None**

NAT 305 provides undergraduate learners with foundational wellness coaching skills and knowledge, which are applied in real-world situations commonly encountered in various healthcare environments.

Students will be exposed to contemporary models of wellness coaching, as well as specific application of these principles in holistic health scenarios. Students will observe and practice application of wellness coaching skills to assist clients who require lifestyle and nutritional counseling.

The course work develops key competencies, which enable students to carefully build an interactive, collaborative conversation that encourages growth and progress toward improved quality of life.

Aptitudes acquired in this course will facilitate health promotion initiatives for clinical, organizational, industrial, and public health settings. This course provides an understanding and practice of general coaching principles such as core coaching competencies, and readiness for change. This course incorporates contemporary theories of change, which increase the likelihood of clients making lasting lifestyle improvements.

Students will prepare to assess client needs and provide culturally appropriate wellness coaching, as well as customized encouragement to adopt healthy lifestyles. The course requires recorded wellness coaching sessions.
NAT 306 Holistic Health Consulting & Business Skills, 3 credits

Prerequisites: None

This course helps you bridge the gap from your specialty to the real world, with focused topics including self-reflection and goal setting, laws and ethics, communication, marketing (including inbound marketing and social media), privacy, and more. Designed to be rewarding and applicable no matter where you plan to go after graduation.

NAT 307 Healthcare Terminology, 3 credits

Prerequisites: None – Prior or concurrent anatomy & physiology training is recommended

Understanding medical terminology is much like understanding a foreign language. Knowing the origin of medical terms and the meaning of specific letter combinations helps practitioners communicate more effectively with other healthcare professionals as well as their clients. Medical terminology is the “jargon” of the healthcare field.

NAT 307 trains students to understand the origin of medical terms, pronunciation and the meaning of unusual letter combinations, and related anatomy and physiology. This course is perfect for holistic health practitioners of all kind who want to expand their medical vocabulary and be able to communicate with primary care physicians and other healthcare professionals.

NUT 101 Introduction to Nutrition, 3 credits

Prerequisites: None

NUT 101 introduces students to the basic concepts of nutrition and gives them tools for healthy eating. Topics covered include carbohydrates, fats, proteins, vitamins, minerals, life cycle needs, and diets for athletes.

Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. This course provides important basic knowledge in making personal dietary decisions. This course also emphasizes food safety and explores the reasons for hunger at home and abroad.

NUT 210 Nutrition, 3 credits

Prerequisites: None
This course offers instruction in basic nutrition concepts, current nutritional controversies, and food selection for individual needs. Topics covered include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. This course provides important basic knowledge in making personal dietary decisions.

The course will also focus on normal human nutrition and the role of nutrition in promoting and maintaining health. It will foster an appreciation for the scientific basis that provides the foundation for understanding nutrition. The scientific principles of nutrition will be used to interpret special diet requirements.

This course emphasizes nutritional needs at all life stages and the role social, economic, and other factors play in dietary habits throughout the life cycle and in some clinical settings.

**NUT 301 Advanced Nutrition Principles I, 3 credits**

*Prerequisites: None – Prior or concurrent nutrition training is recommended*

This course will present principles of nutrition through the study of human metabolism and nutrients essential to human life. Emphasis will be on understanding therapeutic nutrition recommendations related to disease processes, as well as nutrition needs for health through the life cycles and for physical performance. The course will include practical experiences in assisting individuals in diet modification, community service related to food production/consumption, and research of specific diet recommendations.

**NUT 302 Advanced Nutrition Principles II, 3 credits**

*Prerequisites: NUT 301*

This course continues from NUT 301, presenting principles of nutrition through the study of human metabolism and nutrients essential to human life. Emphasis will be on understanding therapeutic nutrition recommendations for health through the life cycles and for physical performance. The course will include practical experiences in assisting individuals in diet modification, community service related to food production/consumption, and research of specific diet recommendations.

**NUT 303 Nutrition Across the Lifespan, 3 credits**

*Prerequisites: None – Prior or concurrent nutrition training is recommended*
recommended

This course provides an in-depth exploration of nutrition sequentially from embryo to old age. It covers specific factors that influence health and dietary behaviors and considerations for specific life spans, such as nutrition needs during pregnancy and breastfeeding and during infancy to adolescence—including nutrition for children with developmental delays and disabilities. This course discusses dietary and activity patterns that promote optimum health and reduced risk of chronic disease in the adult years.

**NUT 304 Sports Nutrition, 3 Credits**

*Prerequisites: None*

This course will offer strong research-oriented coverage of both nutrition and exercise physiology with practical, applied information useful to students who will counsel and provide dietary and training guidelines to athletes.

**NUT 308 Holistic Nutrition, 3 credits**

*Prerequisites: None*

Holistic nutrition is the foundation to any natural health lifestyle plan for optimal health. Rapid advances in science have enabled a much more detailed understanding of nutrition in recent years. NUT 308 covers the basic topics of nutrition including carbohydrates, fats and protein, fat-soluble and water-soluble vitamins, minerals, and the food pyramid. Nutrition for pregnancy, infants, children, menopause and weight management will be discussed. In addition, NUT 308 covers CAM topics including raw food, food combining, fasting elimination and juice therapy, acid-alkaline theory, and the use of herbs in the diet.

**NUT 309 Topics in Holistic Nutrition, 3 credits**

*Prerequisites: None*

Holistic nutrition is the foundation to any natural health lifestyle plan for optimal health. NUT 309 covers CAM topics in nutrition, such as raw food, food combining, fasting, elimination and juice therapy, acid-alkaline theory, and the use of herbs in the diet. Recent issues in nutrition will be reviewed using contemporary authors, such as Michael Pollan and Kimberly Lord Stewart.

**NUT 311 Food Production & Healthy Cooking, 3 credits**

*Prerequisites: None*
This course covers the how’s and the why’s to produce safe, high-quality foods. Its goal is to help students develop an understanding of food preparation and science within the context of societal concerns related to health and food safety. By integrating scientific principles of food preparation with basic production techniques, students develop a strong foundation in each of the topics.

Designed to give students the background knowledge necessary to make health-promoting food habits a natural part of their lives, this course explores the ways in which quality food and beverage complement each other and enhance the pleasures of the table, and highlights various cultural food traditions, the history of food, and the connections between lifestyles, diet, health, work, and environment.

**NUT 312 Nutrition Profession and Practice, 3 credits**

**Prerequisites: None**

This course provides detailed descriptions of a broad spectrum of career choices as well as information on specific practice areas in which today’s nutrition professionals are employed. In addition, this course covers emerging areas of practice that require specific knowledge and skills along with a broad understanding of community health needs. The course takes a conceptual approach that includes historical background, educational requirements, and roles and functions of nutrition professionals.

**NUT 401 Nutrition and Dietary Supplements, 3 credits**

**Prerequisites: None – Prior or concurrent nutrition training is recommended**

This course reviews evidence-based information to support the clinical use of more than 50 different natural herbs, supplements, and nutrients. Students will understand and discuss available nutrition and dietary supplement support for more than 30 common health conditions.

**NUT 415 Nutrition Coaching & Communication Skills, 3 credits**

**Prerequisites: None – Prior or concurrent nutrition training is recommended**

This course teaches students how to clearly and effectively talk with clients about nutrition. It also provides detailed counseling and communications strategies, and discussions of relevant social, cultural, and psychological factors that give students a realistic, hands-on approach to developing their counseling skills.
NUT 499 Special Topics in Nutrition – Vegetarian and Gluten-Free Diets, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

This course highlights the current trends and research on vegetarian diets and translates the information into practical ideas to assist dietitians and other healthcare providers in aiding their clients. The course presents vital information on vegetarian nutritional needs, healthier and more satisfying diets, as well as guidelines for supporting clients of all ages and clients with special considerations, such as pregnant women, athletes, and diabetics. The course takes into account new research, epidemiological studies, debates, and changes in the food market as well as the different types of vegetarian diets.

In addition, this course presents information on nutritional information and practical strategies for healthy gluten-free living. With increased awareness and, consequently, the increase in the number of people diagnosed with celiac disease, clear guidelines on how to embrace a gluten-free diet are crucial. Finally, the dairy free diet is discussed along with tips for dairy free food preparation.

PFT 101 Personal Fitness Training, 3 credits

Prerequisites: None

PFT 101 Personal Fitness Training is based on the National Academy of Sports Medicine (NASM) training model. In this course, you will study a systematic approach to program design with exercise program guidelines and variables, protocols for building stabilization, strength, and power programs. You will learn how to conduct individualized assessments, and design safe, effective, and individualized exercise and conditioning programs which are scientifically valid and based on clinical evidence to clients with no medical or special needs.

This course is designed to prepare students to sit at the NASM Certified Personal Trainer (CPT) exam. The CPT exam requires that students also have a CPR/AED certification. CPR/AED certifications are accepted from the American Heart Association, American Red Cross, American Safety and Health Institute, St. John Ambulance, Emergency Care & Safety Institute, or Emergency Medical Technician. Before taking the CPR/AED from another provider, please contact NASM to confirm acceptance. Learn more at https://www.nasm.org/certified-personal-
PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills, 3 credits

Prerequisites: None

This is an introductory course to help you build the writing, research, and critical thinking skills necessary for academic and professional success. This course is organized into three sections: writing skills, research skills, and critical thinking skills. Each section presents a specific group of skills that builds on the previous section.

PHL 202 Applied Ethics, 3 credits

Prerequisites: None

This course examines the dynamic role of ethics in modern society. Students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

PSY 101 Introduction to Psychology, 3 credits

Prerequisites: None

PSY 101 introduces human behavior. It includes the study of the theories and concepts of psychology, including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

PSY 303 Health Psychology, 3 credits

Prerequisites: None

The course introduces students to the field of health psychology and various issues that relate to this sub-discipline within the broader field of psychology. The goal is

6 Information listed as published on the NASM website on 11/30/16. Please refer to https://www.nasm.org/certified-personal-trainer/personal-trainer-exam or contact NASM directly for more information about exam eligibility and requirements.
to examine the effects of people’s thoughts, emotions, motivations, and actions on the maintenance of good health and in the prevention of, support of, and recovery from illness. The course focuses on achievement and maintenance of health, on the experience of illness, and people’s attempts to cope with the challenges of disease and the acquisition of medical care. Throughout the course, we review extensive scientific findings regarding the deep intertwining of psychological factors with issues of health and healing. An important goal of the course is to help students understand, predict, explain, and ultimately change health-related behavior.

The course includes a wide range of psychological factors in the maintenance of good health and in the prevention of, and recovery from illness including: Behavioral contributions to illness, lifestyle risk factors, stress and the immune system, psychological response to symptoms and caregivers, health habits and self-care, management of pain and chronic illness, and disability and terminal illness.

**RES 301 Introduction to Research Methods, 3 credits**

**Prerequisites: None**

This course provides an overview of how the research process works. Students will learn primary, secondary, and tertiary study approaches, including case-series, cross-sectional surveys, case-control studies, cohort studies, experimental studies, qualitative studies, and correlational studies. Students will also learn the procedures used for data collection, management, and analysis and gain an understanding of the ethical standards applied to human health research. Lastly, students will learn the skills to formulate a research question; locate, interpret, evaluate, and use published literature; and write an academic research paper.

**SOC 101 Introduction to Sociology, 3 credits**

**Prerequisites: None**

This course explores sociological processes that underlie everyday life. SOC 101 focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media.

**SPA 120 A Comprehensive Introduction to Spa Management, 2 credits**

**Prerequisites: None**

SPA 120 introduces students to the spa industry and provides knowledge of the historical significance of spas and current industry trends and challenges. Students will become familiar with the major types of spas and different types of spa
treatments. They will gain general knowledge of legal requirements for spa design and construction, major employment laws, and operational policies and practices. Important complementary and alternative medicine modalities that can be utilized by the spa practitioner will also be presented. The course is focused on good business practices such as client management, ethics, and employee relations.

**SPA 220 Retail Management for Spas, 2 credits**

*Prerequisites: None*

SPA 220 explores the importance of retail operations to spas, how to manage them, design them, choose and sell products, market a retail area, and open a new retail operation. It fully explores retail planning, inventory management, maximizing profits, sales and service, visual merchandising, and marketing within the spa environment. SPA 220 will help aspiring spa professionals increase their knowledge and understanding of vendor partner relationships.

**SPA 250 Supervision in the Hospitality Industry, 2 credits**

*Prerequisites: None*

SPA 250 provides students with the principles of supervision as they apply specifically to the hospitality industry.

**SPA 367 Financial Management for Spas, 2 credits**

*Prerequisites: None*

SPA 367 provides spa managers and other spa professionals with the financial management skills they need to succeed. This course includes payroll accounting, inventory, income statements, ratio analysis, pricing, menu engineering, operations budgeting, revenue management, cash management, capital budgeting, lease accounting, and business plan development.
Graduate Programs of Study

Graduate Programs at ACHS

This section contains the curriculum requirements to be followed by students enrolling for the first time (or readmitting) in ACHS graduate degree, certificate, and diploma programs from the date indicated in this Catalog.

Graduate courses range in credits and require at least three hours of study per week, per semester credit. For example, expect a three semester credit course to require at least nine hours per week of study time. Courses are offered in standard terms of 15 or 7.5 weeks.

Programs Offered

**Graduate Degree Programs**
- Master of Science in Aromatherapy
- Master of Science in Complementary Alternative Medicine
- Master of Science in Health and Wellness
- Master of Science in Herbal Medicine
- Master of Science in Holistic Nutrition

**Graduate Certificate Programs**
- Graduate Certificate in Anatomy & Physiology
- Graduate Certificate in Aromatherapy
- Graduate Certificate in Botanical Safety
- Graduate Certificate in Complementary Alternative Medicine
- Graduate Certificate in Herbal Medicine
- Graduate Certificate in Holistic Nutrition
- Graduate Certificate in Wellness Coaching

**Rate of Pursuit**

Most graduate students at ACHS take two courses per semester and study throughout the year. The Academic Standards Committee encourages this rate of pursuit for graduate students to create an environment that fosters a distinct learning advantage and allows students to complete their masters degree in two years. Graduate students can also take one course per semester but should note that this may result in a wait for preferred courses. Student services advisors can assist to create a custom plan in that case.

**Program Specialization Tracks**

ACHS’s student body is diverse in experience, and students’ academic and career
objectives mirror that diversity. In applicable programs, students may select a guided pathway to specialize their program, also called a specialization track, or select remaining credits from a wide range of elective options. View each program in this catalog or visit https://achs.edu/achs-academics for more information.

**Recommended Course Sequence**

Admissions and student services advisors work with students to provide them with an academic plan prior to enrollment. This guided pathway is developed by ACHS faculty, subject matter experts, and academic advisors and is designed to promote student success. Some students may be asked to take courses in a particular order following assessment of their previous education and experience, even if there is not a specific prerequisite for a course.

**Disclaimer**

Graduation from any ACHS program does not confer a license to practice medicine. ACHS graduates do not claim to treat, diagnose, cure, or prescribe.

Please note that professional success is achieved by a number of factors beyond education and experience including soft skills, work ethic, integrity, and other skills that may not be developed through education and training alone. Not all graduates will achieve the career outcomes provided as examples in the following pages and in ACHS marketing materials.
Graduate Programs of Study

Master of Science in Aromatherapy

The mission of the Master of Science in Aromatherapy degree program is to develop a practical and theoretical understanding of clinical aromatherapy and professionally apply this knowledge to educate clients and consumers about a mind-body-spirit approach to health and wellness.

Visit [https://achs.edu/program/master-science-aromatherapy](https://achs.edu/program/master-science-aromatherapy) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Master of Science in Aromatherapy program will:

- Exceed the Alliance of International Aromatherapist (AIA) Advanced Practitioner level aromatherapy training requirements to profile and appropriately use (including identification of cautionary oils) 50 essential oils within a holistic and clinical framework
- Review and critique the evidence relating to current aromatherapy research to provide evidence-based practical and protocol models for aromatherapy both in healthcare settings and in industry
- Apply critical analysis and reasoning skills to positively affect others’ commitment to wellness with the safe and effective implementation of aromatherapy protocols
- Integrate values, goals, strategies, initiative, and relationships that positively develop, and that emphasize sustainability of all aromatherapy and essential oil resources, including environmental and social stewardship
- Administer and perform protocols and duties consistent with an Aromatherapy Registration Council (ARC) Registered Aromatherapist’s (RAs) education, training, and experience within an established healthcare setting (such duties shall not constitute the practice of medicine)
- Discuss aromatherapy, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Demonstrate an in-depth, advanced clinical aromatherapy knowledge base that maximizes the innovative use of information that reflects the current theories, best practices, and research in preparation for application or further research in the aromatherapy industry
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
- Evaluate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Develop a solid knowledge base of clinical aromatherapy protocols and be able to apply that knowledge by informing and assisting practitioners and
consumers of aromatherapy products and protocols

- Evaluate and generate best practices for clinical aromatherapy using evidence-based methods of administration
- Evaluate and provide guidance on the potential for essential oil, supplement, and drug interactions
- Identify key requirements for purchasing high-quality, therapeutic-grade essential oils used in clinical aromatherapy or health industry settings
- Locate, analyze, evaluate, and make effective use of clinical aromatherapy research from the scientific literature and provide guidance for practitioners, policy makers, academic researchers, industry leaders, and manufacturers
- Assist with designing and planning appropriate clinical studies elucidating the underlying mechanisms of action of clinical aromatherapy, facilitating their integration into conventional medical care, and stimulating professionalism, integrity, and social responsibility in the prevention and wellness industry
- Educate others about appropriate aromatherapy protocols that can help to rebalance the body and restore wellness, both for general good health and when particular ailments demonstrate an imbalance in the body and lifestyle
- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Prepare for and pass the Registered Aromatherapist (RA) examination administered by the Aromatherapy Registration Council (ARC)
- Learn and abide by the professional scope of practice for aromatherapy safety as set forth by the National Association for Holistic Aromatherapy (NAHA) and the Alliance of International Aromatherapists (AIA)
- Learn and abide by the standards of practice and code of ethics as set forth by the National Association for Holistic Aromatherapy (NAHA) and the Alliance of International Aromatherapists (AIA)

**Curriculum**

Students complete 36 credits distributed in the following courses:

RES 501 Assessment and Integration of Research  
AROMA 501 Aromatherapy Science  
NAT 501 Anatomy & Physiology I  
AROMA 503 Aromatherapy I  
NAT 502 Anatomy & Physiology II  
AROMA 504 Aromatherapy II
Graduate Programs of Study

NAT 503 Integrative Pathophysiology  
AROMA 505 Aromatherapy III  
HED 503 Stress Management and Emotional Health  
AROMA 507 Aromatherapy Chemistry  
NAT 515 Wellness Coaching & Communication Skills  
CAP 501 Masters Capstone Project

Total Credits Required: 36

Master of Science in Complementary Alternative Medicine Degree Program

Consumer use of complementary and alternative medicine (CAM) continues to increase, fueled by a number of factors, including increasing research of efficacy, dissatisfaction with allopathic models (particularly for chronic health problems), and an aging population.

ACHS has developed a unique and innovative approach to the degree of Master of Science in CAM, with a clear mission to educate outstanding men and women to provide leadership in the industry.

Visit https://achs.edu/program/master-science-complementary-alternative-medicine to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates of the Master of Science in Complementary Alternative Medicine program will:

- Demonstrate an in-depth, advanced knowledge base that maximizes the innovative use of information that reflects the current theories, best practices, and research in preparation for application or further research in the prevention and wellness industry
- Develop a solid knowledge base of CAM modalities and be able to apply that knowledge by informing and assisting practitioners and consumers of CAM products and protocols
- Evaluate and generate best practices for CAM evidence-based healing methods
- Evaluate and provide guidance on the potential for herb-herb and herb-drug interactions
- Locate, analyze and evaluate, and make effective use of CAM research from the scientific literature and provide guidance for practitioners, policy makers, academic researchers, and industry leaders and manufacturer
Graduate Programs of Study

- Assist with designing and planning appropriate clinical studies elucidating the underlying mechanisms of action of CAM therapies, facilitating their integration into conventional medical care, and stimulating professionalism, integrity, and social responsibilities in the prevention and wellness industry.

Note that the MS in CAM is not a clinically oriented program. Graduates of this program who are licensed providers of CAM services should refer to their medical boards and specialty societies (such as American Holistic Health Association) for credentialing and board certification if so required by their state of residency.

Curriculum

Students complete 36 credits distributed in the following way:

- **Core Requirements**: Students complete six credits of core requirements including graduate-level research and a capstone project.
- **Electives or Specialization Track**: To complete this program, students may select specialization tracks or 30 credits of elective study.

Program Specialization Tracks

Current ACHS specialization tracks for this program can be viewed online at https://achs.edu/program/master-science-complementary-alternative-medicine.

Electives

If a specialization track is not selected, students will complete 30 credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See https://achs.edu/program/master-science-complementary-alternative-medicine for a list of all current elective options.

Total Credits Required: 36

Master of Science in Health and Wellness Degree Program

The mission of the Master of Science in Health and Wellness degree program is to help others achieve health and wellness in a non-clinical setting through education and coaching strategies and to provide a healthier lifestyle for individuals and their families.

Educated professionals with knowledge and training in health and wellness provide wellness and physical health recommendations from which community
programming and client education can be based. This in turn helps people to live healthier lives, prevent illness or injury, and helps reduce the risk of chronic disease while promoting wellness.

Visit https://achs.edu/program/master-science-health-and-wellness to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates of the Master of Science in Health and Wellness program will:

- Demonstrate an in-depth, advanced knowledge of health and wellness strategies to achieve each of the seven priorities identified by the National Prevention Strategy (NPS): Tobacco-free living, preventing drug abuse and excessive alcohol use, healthy eating, active living, injury and violence-free living, reproductive and sexual health, and mental and emotional well-being
- Act as Partners in Prevention as communicators and educators as identified in the National Prevention Strategy (NPS)
- Implement strategies to increase the number of Americans who are healthy at every stage of life
- Implement strategies to provide people with information to make healthy choices and to reinforce and support health and wellness by making healthy choices easy and affordable
- Create and support comprehensive wellness programs for corporations, educational facilities, districts, and more
- Engage partners across disciplines, sectors, and institutions to change the way communities conceptualize and solve problems, enhance implementation of innovative strategies, and improve individual and community well-being
- Support healthy and safe community environments by detecting and responding to both acute (emergency) and chronic (ongoing) threats to health
- Integrate health criteria into decision making, where appropriate, across multiple sectors
- Enhance cross-sector collaboration in community planning and design, which promotes health and safety
- Identify and implement proven strategies and conduct research where evidence is lacking
- Evaluate, generate, and implement best practices for evidence-based holistic nutrition protocols with clients, consumers, and the public
- Locate, analyze, evaluate, and make effective use of health and wellness research from scientific literature
- Discuss and describe the body’s structure and function in a healthy state
Graduate Programs of Study

- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
- Determine when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Develop a solid knowledge base of holistic health and wellness protocols and be able to apply that knowledge by informing and assisting practitioners and consumers
- Educate others about appropriate holistic health protocols that can help to rebalance the body and restore wellness, both for general good health and when particular ailments demonstrate an imbalance in the body and lifestyle
- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Learn and adhere to the ethical and legal obligations of relevant industry organizations, including the International Coach Federation (ICF), the National Association for Holistic Aromatherapy (NAHA), the Alliance of International Aromatherapists (AIA), the Aromatherapy Registration Council (ARC), and the American Herbalist Guild (AHG)
- Learn and adhere to the International Coach Federation (ICF) ethical guidelines and professional standards, including: Establishing the coaching agreement, establishing trust and intimacy with the client, coaching presence, active listening, powerful questioning, direct communication, creating awareness, designing actions, planning and goal setting, and managing progress and accountability

Curriculum

Students complete 36 credits distributed in the following way:

- **Core Requirements:** Students complete 24 credits of core requirements including graduate-level research, anatomy and physiology, pathology, pathophysiology, stress management, wellness coaching, and a capstone project.
- **Electives or Specialization Track:** To complete this program, students may select a specialization track or 12 credits of elective study.

Program Specialization Tracks

Current ACHS specialization tracks for this program can be viewed online at [https://achs.edu/program/master-science-health-and-wellness](https://achs.edu/program/master-science-health-and-wellness).
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Electives

If a specialization track is not selected, students will complete 12 credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See https://achs.edu/program/master-science-health-and-wellness for a list of all current elective options.

Total Credits Required: 36

Master of Science in Herbal Medicine Degree Program

The mission of the Master of Science in Herbal Medicine degree program is to develop a practical and theoretical understanding of clinical herbalism and professionally apply this knowledge to educate clients and consumers about a mind-body-spirit approach to health and wellness.

Visit https://achs.edu/program/master-science-herbal-medicine to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates of the Master of Science in Herbal Medicine degree program will:

- Evaluate current herbal research to provide evidence-based practical and protocol models for herbal medicine both in healthcare settings and in industry
- Apply critical analysis and reasoning skills to positively affect others’ commitment to wellness with the safe and effective implementation of herbal medicine protocols
- Demonstrate written and oral communication skills, including expressing quantitative and qualitative ideas to communicate the current theories, best practices, and research in preparation for application or further research in the field of herbal medicine
- Integrate values, goals, strategies, initiatives, and relationships that positively develop and emphasize sustainability of all phytotherapy and botanical resources, including environmental and social stewardship
- Administer and perform protocols and duties consistent with a Registered Herbalist’s (RH) education, training, and experience within an established healthcare setting; such duties shall not constitute the practice of medicine
- Discuss herbal medicine, its history, and status of current research, including how to locate studies in peer-reviewed journals
- Demonstrate an in-depth, advanced clinical herbal medicine knowledge
base that maximizes the innovative use of information that reflects the current theories, best practices, and research in preparation for application or further research in the herbal medicine industry

• Discuss and describe the body’s structure and function in a healthy state
• Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances, to be able to address system imbalances and provide education that individuals can use to restore wellness
• Evaluate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
• Develop a solid knowledge base of clinical herbalism protocols and be able to apply that knowledge by informing and assisting practitioners and consumers of herbal products and protocols
• Evaluate and generate best practices for clinical herbalism using evidence-based methods of administration
• Evaluate and provide guidance on the potential for herb, supplement, and drug interactions
• Identify key requirements for purchasing high-quality, therapeutic-grade botanicals used in clinical herbalism
• Locate, analyze, evaluate, and make effective use of clinical herbalism research from the scientific literature, and provide guidance for practitioners, policy makers, academic researchers, and industry leaders and manufacturers
• Assist with designing and planning appropriate clinical studies that elucidate the underlying mechanisms of action of clinical herbalism, facilitating their integration into conventional medical care, and stimulating professionalism, integrity, and social responsibilities in the prevention and wellness industry
• Educate others about appropriate herbalism protocols that can help to rebalance the body and restore wellness, both for general good health and when particular ailments demonstrate an imbalance in the body and lifestyle
• Provide clients and potential clients with truthful and non-misleading information about their experience, training, services, pricing structure, and practices, as well as disclosure of financial interests if they can present a conflict in practice; inform clients that redress of grievances is available through the American Herbalists Guild (AHG) or through the appropriate agency where an AHG member is operating under a state license
• Explain the AHG Code of Ethics, which includes: Confidentiality, professional courtesy, professional networking, practitioner as an educator, peer review, referrals, avoiding needless therapy, environmental commitment, humanitarian service, quality botanicals, and sexual harassment
• Learn and adhere to the International Coach Federation (ICF) ethical guidelines and professional standards, including: Establishing the coaching agreement, establishing trust and intimacy with the client, coaching
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presence, active listening, powerful questioning, direct communication, creating awareness, designing actions, planning and goal setting, and managing progress and accountability

- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Strive toward establishing AHG professional membership as a recognizable standard of competency in botanical medicine

Curriculum

Students complete 36 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
HERB 502 Advanced Herbal Materia Medica I
NAT 501 Anatomy & Physiology I
HERB 503 Advanced Herbal Materia Medica II
NAT 502 Anatomy & Physiology II
HERB 504 Advanced Herbal Materia Medica III
NAT 503 Integrative Pathophysiology
HERB 531 Botany and Plant Identification for the Holistic Practitioner
HERB 521 Principles of Pharmacognosy and Phytochemistry
HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Required: 36

Master of Science in Holistic Nutrition Degree Program

The mission of the Master of Science in Holistic Nutrition degree program is to provide professional holistic nutrition and physical health recommendations from which community programming and client education can be based. This in turn will help people to live healthier lives, prevent illness or injury, and reduce the risk of chronic disease while promoting wellness.

The Master of Science in Holistic Nutrition program offers students a focused training in advanced applied holistic nutrition. There is an emphasis on integrating holistic nutrition research and coaching skills to prepare graduates for direct application of holistic nutrition theory, science, and concepts in holistic health
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lifestyle planning for optimal health.

Visit https://achs.edu/program/master-science-holistic-nutrition to learn more about this program including professional outcomes and credentialing opportunities.

Specifically, graduates of the Master of Science in Holistic Nutrition program will:

- Discuss and describe the body’s structure and function in a healthy state
- Describe the current theories and best practices in holistic nutrition
- Locate, analyze, and explain current scientific literature in holistic nutrition, prevention, and wellness industries
- Explain appropriate holistic nutrition protocols to clients, consumers, and the public
- Evaluate, generate, and implement best practices for evidence-based holistic nutrition protocols with clients, fellow practitioners, consumers, and the public
- Assist with designing and planning appropriate clinical studies elucidating the underlying mechanisms of action of holistic nutrition protocols, facilitating their integration into conventional medical care, and stimulating professionalism, integrity, and social responsibility in the prevention and wellness industry
- Identify and explain the mechanical and biochemical changes caused by a variety of diseases or imbalances
- Differentiate system imbalances, identify particular ailments, and develop individualized holistic nutrition recommendations clients and consumers can use to restore wellness
- Evaluate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, and wellness counseling
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Prepare for and pass the national board certification examination of National Association of Nutrition Professionals (NANP), administered by the Holistic Nutrition Credentialing Board
- Learn and abide by the code of ethics and scope of practice as set for by the National Association of Nutrition Professionals
- Identify and explain advocacy roles in the holistic nutrition industry, including policy making, academic research, manufacturing, and leadership

Curriculum

Students complete 36 credits distributed in the following courses:

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RES 501 Assessment and Integration of Research
NUT 509 Graduate Topics in Holistic Nutrition
NAT 501 Anatomy & Physiology I
HED 503 Stress Management and Emotional Health
NAT 502 Anatomy & Physiology II
NUT 501 Advanced Applied Holistic Nutrition
NAT 503 Integrative Pathophysiology
CHEM 501 General, Organic and Biochemistry
NAT 504 Complementary and Alternative (CAM) Pathology & Protocols
NUT 510 Nutrition and Dietary Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Required: 36

Graduate Certificate Programs

Career changes, evolving industries, and job and regulatory requirements challenge us all to increase our skills and capacities throughout our lives. Personal or family health challenges or a new role as a family caregiver can also lead us to seek additional training in the healthcare field. ACHS’s graduate certificates are intended for students who possess a bachelor’s degree and are seeking advanced knowledge and skills in new fields, but who may not wish to continue to a full master’s degree. Graduate certificate students take many of the same courses that are available to ACHS MS degree students and the same policies and procedures apply. Students can choose from a range of specialties, including:

- Graduate Certificate in Anatomy & Physiology
- Graduate Certificate in Aromatherapy
- Graduate Certificate in Botanical Safety
- Graduate Certificate in Complementary Alternative Medicine
- Graduate Certificate in Herbal Medicine
- Graduate Certificate in Holistic Nutrition
- Graduate Certificate in Wellness Coaching

Students can also enroll for up to three courses without first choosing to apply to a graduate certificate program. Students who already possess a bachelor’s degree or higher can complete a graduate certificate to further their knowledge in a particular subject matter.

Admission

Students interested in enrolling in a graduate certificate program must apply through ACHS’s Office of Admissions and must meet all graduate admissions
Graduate Programs of Study

Standards

Students are expected to perform at the same level as matriculated ACHS graduate students.

Curriculum

Graduate certificate programs consist of subsets of ACHS degree programs. Students with prior education and/or related professional experience in the field may request a course substitution with approval of the Academic Standards Committee (ASC) or earn credit by successfully passing a challenge exam.

Graduate Certificate in Anatomy & Physiology

The Graduate Certificate in Anatomy & Physiology provides specialized training for graduate students in the structure and function of the human body and how it behaves as a dynamic community of interdependent parts. Professionals working in the CAM field will be able to deepen their knowledge and understanding of the structure and function of the human organ systems.

Visit https://achs.edu/program/graduate-certificate-anatomy-physiology-online to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Anatomy & Physiology will be able to:

- Demonstrate a strong theoretical understanding of anatomy and its relationship to physiology and how structure relates to function
- Be able to compare and contrast specific pathological conditions and show clinical connections to each body systems and system interrelationships
- Review and critically evaluate primary research on CAM protocols and construct case studies using validated protocols
- Define the etiology, pathogenesis, clinical manifestations of disease and the impact of behavioral factors, life-style choices, and environmental factors on the cause and progression of disease
- Identify the use of CAM modalities to provide natural support options in these disease conditions and when a client should be referred to their licensed healthcare provider
- Summarize the CAM modalities such as aromatherapy, homeopathy, herbal medicine, nutrition, and lifestyle changes and how these may be beneficial in supporting health
Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research  
NAT 501 Anatomy & Physiology I  
NAT 502 Anatomy & Physiology II  
NAT 503 Integrative Pathophysiology  
NAT 504 Complementary Alternative Medicine (CAM) Pathology & Protocols

Total Credits Required: 15

Graduate Certificate in Aromatherapy

The Graduate Certificate in Aromatherapy provides specialized training for graduate students in the comprehension and application of essential oils for medicinal use. Professionals working in the CAM field will be able to deepen their knowledge and understanding of aromatherapy.

Visit https://achs.edu/program/graduate-certificate-aromatherapy to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Aromatherapy will be able to:

- Assemble a solid theoretical understanding of how to review, utilize, and design scientific and clinical research
- Construct a strong theoretical knowledge of the principles of pharmacognosy and phytochemistry as they apply to botanical studies
- Critically evaluate the molecular structure of active constituents and how they contribute to a botanical’s observable actions
- Identify and evaluate the methods of quality control, extraction, potency, and variability of herbs and how it relates to the botanical industry
- Synthesize an advanced knowledge of the principles of toxicology and the mechanisms and effect of herb-herb and herb-drug interactions
- Demonstrate an understanding of the toxicology of plant and essential oil constituents, the possible allergic and adverse reactions to herbal products and the influence of herbal quality on potential toxicity
- Analyze the relative risks and benefits of commonly used botanical substances
- Compare and contrast knowledge from empirical use with data from current phytochemical, toxicological and epidemiological studies and databases
Graduate Programs of Study

- Construct an in-depth understanding of the principles of aromatherapy, aromatology, and aromacology
- Categorize and apply an understanding of the bioactivity, psychological effects, and safety issues of essential oils and their components
- Evaluate and judge the clinical effect of essential oils through exploring research literature as well as historical perspectives

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
AROMA 501 Aromatherapy Science
AROMA 503 Aromatherapy I
AROMA 504 Aromatherapy II
AROMA 505 Aromatherapy III

Total Credits Required: 15

Graduate Certificate in Botanical Safety

The ACHS Graduate Certificate in Botanical Safety provides specialized training for graduate students in the efficacy and safety of the use of herbal medicinal products. Professionals working in the CAM field will be able to deepen their knowledge and understanding of the safe application of botanical medicine.

Visit [https://achs.edu/program/graduate-certificate-botanical-safety](https://achs.edu/program/graduate-certificate-botanical-safety) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Botanical Safety will be able to:

- Assemble a solid theoretical understanding of how to review, utilize and design scientific and clinical research
- Construct a strong theoretical knowledge of the principles of pharmacognosy and phytochemistry as they apply to botanical studies
- Critically evaluate the molecular structure of active constituents and how they contribute to a botanical’s observable actions
- Identify and evaluate the methods of quality control, extraction, potency, and variability of herbs and how it relates to the botanical industry
- Synthesize an advanced knowledge of the principles of toxicology and the mechanisms and effect of herb-herb and herb-drug interactions
- Demonstrate an understanding of the toxicology of plant and essential oil
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constituents, the possible allergic and adverse reactions to herbal products, and the influence of herbal quality on potential toxicity

• Analyze the relative risks and benefits of commonly used botanical substances
• Compare and contrast knowledge from empirical use with data from current phytochemical, toxicological, and epidemiological studies and databases
• Assemble an advanced knowledge base of the herbal materia medica with a strong theoretical understanding of efficacy based on current research
• Construct a working knowledge of the therapeutic action, active constituents, and methods of administration and regulatory status of each botanical

Curriculum

Students complete 12 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
HERB 521 Principles of Pharmacognosy and Phytochemistry
HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements
HERB 531 Botany and Plant Identification for the Holistic Practitioner

Total Credits Required: 12

Graduate Certificate in Complementary Alternative Medicine (CAM)

The Graduate Certificate in Complementary Alternative Medicine provides specialized training for graduate students in a variety of CAM modalities. Professionals working in the CAM field will be able to deepen their knowledge and understanding.

Graduates of the Graduate Certificate in Complementary Alternative Medicine will be able to:

• Define the etiology, pathogenesis, clinical manifestations of disease and the impact of behavioral factors, lifestyle choices, and environmental factors on the cause and progression of disease
• Identify the use of CAM modalities to provide natural support options in these disease conditions and when a client should be referred to their

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- licensed healthcare provider

- Summarize the CAM modalities, such as aromatherapy, homeopathy, herbal medicine, nutrition, and lifestyle changes, and how these may be beneficial in supporting health

- Analyze and construct a working knowledge of two of the modalities and how they can be applied to benefit clients and support optimal health, including appropriate use, contraindications, and expected outcomes

Curriculum

Students complete 15 credits distributed in the following way:

- **Core Requirements**: Students complete nine credits of core requirements including graduate-level research, pathology, and pathophysiology.

- **Electives**: To complete this program, students complete six credits of elective study.

Electives

Students will complete six credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See [https://achs.edu/program/graduate-certificate-complementary-alternative-medicine-online](https://achs.edu/program/graduate-certificate-complementary-alternative-medicine-online) for a list of all current elective options.

Total Credits Required: 15

Graduate Certificate in Herbal Medicine

The ACHS Graduate Certificate in Herbal Medicine provides specialized training for graduate students in the comprehension and application of herbal medicine. Professionals working in the complementary alternative medicine (CAM) field will be able to deepen their knowledge and understanding of botanical medicine.

Visit [https://achs.edu/program/graduate-certificate-herbal-medicine-online](https://achs.edu/program/graduate-certificate-herbal-medicine-online) to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Herbal Medicine will be able to:

- Synthesize an advanced knowledge of the principles of toxicology and the mechanisms and effect of herb-herb and herb-drug interactions

- Demonstrate an understanding of the toxicology of plant and essential oil constituents, the possible allergic and adverse reactions to herbal products,
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and the influence of herbal quality on potential toxicity

• Analyze the relative risks and benefits of commonly used botanical substances
• Compare and contrast knowledge from empirical use with data from current phytochemical, toxicological, and epidemiological studies and databases
• Assemble an advanced knowledge base of the herbal materia medica with a strong theoretical understanding of efficacy based on current research
• Construct a working knowledge of the therapeutic action, active constituents, and methods of administration and regulatory status of each botanical
• Develop a strong understanding of botany and plant identification with particular emphasis on the practical use of medicinal plants
• Integrate botanical theory with contemporary methods of reliable plant identification for successful wildcrafting of herbs

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
HERB 502 Advanced Herbal Materia Medica I
HERB 503 Advanced Herbal Materia Medica II
HERB 504 Advanced Herbal Materia Medica III
HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements

Total Credits Required: 15

Graduate Certificate in Holistic Nutrition

The Graduate Certificate in Holistic Nutrition provides specialized training for graduate students in advanced applied holistic nutrition. Professionals working in the CAM field will be able to deepen their knowledge and understanding of how nutrition can be integrated into every wellness plan.

Visit https://achs.edu/program/graduate-certificate-holistic-nutrition-online to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Holistic Nutrition will be able to:

• Assemble a solid theoretical understanding of how to review, utilize and design scientific and clinical research

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- Demonstrate a strong theoretical understanding of anatomy and its relationship to physiology and how structure relates to function
- Be able to compare and contrast specific pathological conditions and show clinical connections to each body systems and system interrelationships
- Assess how factors like digestion, absorption, and metabolism influence the effective use of macronutrients and micronutrients
- Evaluate nutrition for life stages and for clients with various illnesses
- Recognize food/dietary supplement/drug interactions

Curriculum

Students complete 12 credits distributed in the following way:

- **Core Requirements**: Students complete nine credits of core requirements including graduate-level research and holistic nutrition.
- **Elective**: To complete this program, students will select an additional graduate-level nutrition course.

Electives

Students will complete three credits of elective study to further specialize their training and may choose from all graduate nutrition courses; prerequisites must be met where applicable. See https://achs.edu/program/graduate-certificate-holistic-nutrition for a list of all current elective options.

Total Credits Required: 12

Graduate Certificate in Wellness Coaching

The mission of the Graduate Certificate in Wellness Coaching program is to prepare graduates with the skills, expertise, and understanding of coaching ethics and standards, and the ability to apply them appropriately in all coaching situations to empower people to take charge of their own health and create sustainable change. Graduates will have the knowledge and skills to provide clients, consumers, and the public with wellness lifestyle plans. These plans will assist clients, consumers, and the public to take an active role in their health and wellness and to integrate health and wellness protocols into their daily life to achieve optimal health and a better quality of life.

Visit https://achs.edu/program/graduate-certificate-wellness-coaching to learn more about this program including professional outcomes and credentialing opportunities.

Graduates of the Graduate Certificate in Wellness Coaching will be able to:

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- Demonstrate an in-depth, advanced knowledge of holistic wellness practices
- Understand and maximize the science of behavior change to gain proficiency in designing personal wellness plans
- Develop a solid knowledge of holistic wellness protocols and motivational behaviors and be able to apply that knowledge to assist clients, consumers, and the public to follow and maintain personalized wellness plans
- Locate, analyze, evaluate, and make effective use of health and wellness and coaching research from scientific literature
- Serve in the role of advocate to provide guidance to policy makers, academic researchers, industry leaders, and manufacturers in the field of motivational holistic health behavioral plans
- Discuss and describe the body’s structure and function in a healthy state
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to address system imbalances and provide education that individuals can use to restore wellness
- Evaluate when to refer individuals to their licensed healthcare provider for diagnosis and treatment
- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, and wellness coaching
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Learn and adhere to professional bodies’ code of ethics, including: American Herbalist’s Guild (AHG), Aromatherapy Registration Council (ARC), Associated Bodywork & Massage Professionals (ABMP), International Coach Federation (ICF), and National Association for Holistic Aromatherapy (NAHA)
- Learn and adhere to the International Coach Federation (ICF) ethical guidelines and professional standards, including: Establishing the coaching agreement, establishing trust and intimacy with the client, coaching presence, active listening, powerful questioning, direct communication, creating awareness, designing actions, planning and goal setting, and managing progress and accountability

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
NUT 501 Advanced Applied Holistic Nutrition
NAT 503 Integrative Pathophysiology
NAT 504 Complementary and Alternative (CAM) Pathology & Protocols
NAT 515 Wellness Coaching & Communication Skills

American College of Healthcare Sciences © 2019-2020 Program Catalog.

In effect 6/21/19 until superseded by a newer version.
Total Credits Required: 15
Graduate Course Descriptions

In alphanumeric order:

**AROMA 501 Aromatherapy Science, 3 credits**

**Prerequisites: None**

Aromatherapy has become an increasingly popular modality in complementary and alternative medicine (CAM), particularly in an integrated medical setting due to its ability to enhance quality of life for a wide range of patients. AROMA 501 provides students with an in-depth analysis of the fundamental principles of aromatherapy, aromatology, and aromacology. We will examine the major categories of aromatherapy, aromatology, and aromacology, including definitions, selected proven and unproven effects of essential oils citing research literature, historical perspective, essential oil components and bioactivity, the science of smell and psychological effects, safety issues, and clinical studies. Plant photographs and interactive exercises help to bring the concepts to life for visually oriented and kinesthetic learners.

**AROMA 503 Aromatherapy I, 3 credits**

**Prerequisites: None – Prior formal aromatherapy training recommended**

AROMA 503 takes students to the next step in their aromatherapy training, looking deeper at the historical uses of aromatherapy and the modern scientific research being carried out in this fascinating modality. Students study methods of administration for essential oils in more depth than AROMA 501, as well as the anatomy and physiology of the related body systems.

**AROMA 504 Aromatherapy II, 3 credits**

**Prerequisites: None – Prior formal aromatherapy training recommended**

AROMA 504 includes the study of the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the essential oils studied; oils are studied alphabetically.

The focus of the ACHS Aromatherapy Department is holistic aromatology. Holistic aromatology focuses on restoration of physical, mental, emotional, and spiritual health through the application of essential oils. We use the terms “aromatherapy” and “aromatology” interchangeably throughout the program. All healing modalities offered by ACHS focus on the holistic approach. Our philosophy...
is that only by taking care of the whole person—the physical, emotional, and spiritual—can health and wellness occur.

**AROMA 505 Aromatherapy III, 3 credits**

*Prerequisites: None – Prior formal aromatherapy training recommended*

AROMA 505 continues the study of the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the oils studied; oils are studied alphabetically.

**AROMA 507 Aromatherapy Chemistry, 3 credits**

*Prerequisites: Prior aromatherapy formal training or prior chemistry (aromatherapy-specific chemistry not required) is recommended*

The AROMA 507 aromatherapy chemistry course provides students with a systematic approach to learning the chemical functional groups and pharmacological actions of essential oils. Written by Joy Bowles, renowned author of *The Chemistry of Aromatherapeutic Oils*, this interactive, online, professor-led course will help you to make sense of the chemistry of aromatherapy. This course is suitable for anyone who needs to understand the science and efficacy of this healing art, including: nurses, doctors, pharmacists, and other allied health practitioners.

**CAP 501 Masters Capstone Project, 3 credits**

*Prerequisites: Completion of all other MS degree program requirements*

Completion of ACHS MS degree programs culminates with a 3-credit capstone project designed to demonstrate subject mastery, such as a research thesis, a work of art, or the solution of a practical professional problem. This will be supervised by a professor. Students seeking a dual-degree can view more information about the required capstone project(s) at [http://achs.edu/capstone-dual-majors](http://achs.edu/capstone-dual-majors).

**CHEM 501 General, Organic, and Biochemistry, 3 credits**

*Prerequisites: None*

Graduates of CHEM 501 will be expected to demonstrate a strong theoretical understanding of the relevant concepts of general, organic chemistry and biochemistry, including principles of chemistry, the scientific method, principles of measurement, experimental quantities and margins of error; the structure and behavior of atoms and molecules, chemical bonding and reactions, solutions and
solubility, concepts of pH, acids, bases, salts, ions, and electrolytes; and the structure and reactivity of functional groups, different structures and characteristic reactions of organic molecules including hydrocarbons, aldehydes, ketones, carboxylic acids and the structures, functions, and metabolism of carbohydrates, lipids, amino acids, proteins, and enzymes in the human body. Students will critically examine the principles and methods of analytical chemistry as they apply to medicinal plants and herbal extracts. Students will be expected to employ chemistry theory to complete projects, practical experiments and labs, and to critically evaluate the efficacy of botanical herbal studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

**HED 503 Stress Management and Emotional Health, 3 credits**

*Prerequisites: None*

HED 503 explores stress management and emotional health through the student’s personal journey. It leads students through an examination of those factors and influences that have an impact on health. It also provides an opportunity to examine barriers and motivational factors that affect the degree of commitment individuals make to health practices. Your professor’s role, and your future role, is to serve as an enabler coach during this process. A wellness coach recognizes that each person’s mental-emotional, physical, social, and spiritual status is unique. As a wellness coach, your professor often will challenge you to consider the consequences of certain lifestyle choices and the “truth” of your knowledge. A wellness coach may not have all the answers regarding stress and emotional health for an individual, but will provide the framework within which the answers can be found.

**HERB 502 Advanced Herbal Materia Medica I, 3 credits**

*Prerequisites: None*

HERB 502 provides a comprehensive study of botanical materia medica. Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica, principles of various concepts in botanical studies including acquiring a strong theoretical understanding of the efficacy based on current research papers of selected botanicals such as alteratives, demulcents, cathartics, anthelmintics, astringents, and diuretics. Graduates of this course will be expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body. Students of this course will also be expected to locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols. Students will be expected to
employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field in relation to botanical studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

**HERB 503 Advanced Herbal Materia Medica II, 3 credits**

**Prerequisites: None**

HERB 503 continues the study of herbal materia medica with diaphoretic, emmenagogue, expectorant, nervine, antispasmodic, tonic, stimulant, antiseptic, stomachic, and hepatic herbs.

Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica, principles of various concepts in botanical studies including acquiring a strong theoretical understanding of the efficacy based on current research papers of selected botanicals such as diaphoretic, emmenagogue, expectorant, nervine, and antispasmodic.

Graduates of this course will be expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body. Students of this course will also be expected to locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents, and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols. Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field in relation to botanical studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

**HERB 504 Advanced Herbal Materia Medica III, 3 credits**

**Prerequisites: None**

HERB 504 Advanced Herbal Materia Medica III completes students’ herbal materia medica study with an in-depth review of tonic, stimulant, antiseptic, stomachic, and hepatic herbs.

Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica and principles of various concepts in botanical medicine, including acquiring a strong theoretical understanding of the efficacy based on current research.
Graduates of this course are also expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body.

To achieve this, students will locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols.

**HERB 521 Principles of Pharmacognosy and Phytochemistry, 3 credits**

*Prerequisites: None*

Graduates of this course will be expected to demonstrate a strong theoretical knowledge of the principles of pharmacognosy (the knowledge of medicinal plant preparations and extracts) and phytochemistry (literally, ‘plant’ chemistry) as they apply to botanical studies. While providing a comprehensive examination of the details of plant constituents, this graduate course holistically incorporates a solid knowledge base from traditional Western herbal studies with scientific information from contemporary chemistry, botany, and human physiology. Graduates will be expected to critically evaluate major categories and subcategories of herbal constituents in order to explain how molecules contribute to an herb’s observable actions. Graduates of this course will also be expected to critically evaluate and critique various concepts, approaches, methods, and issues related to quality control, herbal potency, and principles of extraction, synergy, and variability as it applies to the botanical industry. Colorful 3-D molecular models, diagrams, and plant photographs help to bring the concepts to life for the visually oriented learner. Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

**HERB 531 Botany and Plant Identification for the Holistic Practitioner, 3 credits**

*Prerequisites: None*

HERB 531 explores plant anatomy, plant physiology, herbal ecology (including ethical wildcrafting and harvesting concepts), and field identification. With a particular emphasis on the practical use of medicinal plants, the fields of taxonomy (classification), genetics and evolution, anatomy and function of cells and plant parts, energy metabolism of photosynthesis and respiration, and the biochemical pathways producing medicinal compounds are examined. Graduates will be
expected to demonstrate a strong theoretical understanding of botany, including the terminology used for plant identification, comparing and contrasting the different structures of leaves, flowers, stems, and roots used to distinguish species from one another; employing botanical theory to complete projects, practical experiments, and labs including traditional mnemonics and the ‘doctrine of signatures,’ integrated with contemporary methods of reliable plant identification; and critically evaluating various concepts, approaches, methods, and issues in the field. Field exercises will be presented so that the student can acquire practical experience. Students will also formulate a botanical experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the biological science communities.

**HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements, 3 credits**

*Prerequisites: None*

Graduates of this course will be expected to demonstrate an advanced knowledge base of the principles of toxicology (the study of adverse effects from biologically active compounds) and the mechanisms and effects of herb-herb and herb-drug interactions as they apply to botanical studies. Graduates of this course will be expected to recognize, compare, and contrast the toxicology of specific plant constituents and essential oils, different types of adverse reactions, the incidence and relevance of idiosyncratic and allergic reactions to herbal products, and the influence of herbal quality on potential toxicity. Graduates of this course will be expected to demonstrate a practical understanding of the relative risks and benefits of commonly-used botanical substances, safety considerations for special populations, how to evaluate and relate herbal concentration and potency to appropriate dosing, and principles of quality control important to the production of unadulterated and authentic herbal preparations.

Graduates of this course will be expected to demonstrate the ability to locate and evaluate, and then compare and contrast knowledge from empirical use with data from current phytochemical, toxicological, and epidemiological studies and databases.

Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field in relation to holistic remedies.

Students will also formulate an experiment to prove a hypothesis of their design, analyze their results and present them in a format recognized by the science communities.
HLED 553 Foundations of Health Education, 3 credits

Prerequisites: None

This course will examine the historical aspects of public health and how health education made an impact on health behaviors and outcomes. Students will also be introduced to, and analyze several different health behavior models including the Transtheoretical Model (Stages of Change), Health Belief Model, and the Precede/Proceed Model. Students will also choose a community with a health issue based on the Healthy People objectives and national data to create a mock health education program.

HLED 554 Program Planning for Health Educators, 3 credits

Prerequisites: None

Students will explore the different learning models that health educators commonly use to educate the community. Students will learn how to create learning objectives for curriculum development. Students will also learn how to create health marketing messages that follow governmental guidelines (Health Education Curriculum Analysis Tool (HECAT)) including literacy levels. Students will analyze the media outlets that are used to deliver health messages and will also adapt teaching strategies for diverse populations.

HOM 501 Homeopathy, 3 credits

Prerequisites: None

Homeopathy has become an increasingly popular modality in complementary and alternative medicine (CAM), particularly in an integrated medical setting due to its ability to enhance quality of life for a wide range of patients. Many pharmacies now stock and dispense homeopathic remedies. HOM 501 will take students on an in-depth tour of the fundamental principles of classical homeopathy. The course focuses on a scientific approach to homeopathy that originated in India more than 2,000 years ago. It is designed to assist students to evaluate this modality in terms of its clinical, scientific, philosophical, sociological, and historical contexts. We look at how homeopathy is practiced, and how the application of principles in the clinical setting helps clinicians, and patients understand the process of seeing a homeopath. The course also reviews the pharmacological aspects of homeopathy including manufacturing, dispensing, and counter-prescribing.

NAT 500 Introduction to Integrative Health Sciences, 3 credits

Prerequisites: None
This survey course will explore the field of integrative medicine, building familiarity with the variety of holistic health practices that fall under the complementary and alternative medicine (CAM) umbrella along with their fundamental or core concepts, methodologies, and theoretical foundations. Students investigate the multifaceted meaning of the term “holistic” and consider how each CAM modality fits within the holistic health paradigm.

Students will get familiar with the current research in the CAM field and gain a solid understanding of types of research study designs. They will learn to locate, assess, integrate and write the analysis in a format used by scientific research journals.

**NAT 501 Anatomy and Physiology, 3 credits**

*Prerequisites: None*

NAT 501 provides a comprehensive survey of the structure and function of the human organ systems with an emphasis on the body as a dynamic community of interdependent parts, rather than as a number of isolated structural units. Graduates will be expected to demonstrate a strong theoretical understanding of anatomy and its relationship to the function of physiology and the principal of complementarity of structure and function. They will also be expected to be able to evaluate, compare, and contrast specific pathological conditions to show clinical connections to each body system along with system interrelationships. Students will review and critically evaluate primary research on various CAM protocols for these pathological conditions and construct appropriate case studies using validated protocols.

**NAT 502 Anatomy and Physiology II, 3 credits**

*Prerequisites: NAT 501*

NAT 502 provides a comprehensive survey of the structure and function of the human organ systems with an emphasis on the body as a dynamic community of interdependent parts, rather than as a number of isolated structural units. Graduates will be expected to demonstrate a strong theoretical understanding of anatomy and its relationship to the function of physiology and the principal of complementarity of structure and function. They will also be expected to be able to evaluate, compare, and contrast specific pathological conditions to show clinical connections to each body system along with system interrelationships. Students will review and critically evaluate primary research on various CAM protocols for these pathological conditions and construct appropriate case studies using validated protocols.
NAT 503 Integrative Pathophysiology, 3 credits

Prerequisites: None - Prior or concurrent anatomy & physiology training is recommended

NAT 503 is a comprehensive exploration of the etiology, pathogenesis, clinical manifestations, and CAM treatment of disease. Organized by body system, the anatomy and normal physiology is studied, then the disease processes and abnormalities that can occur within that system and CAM protocols. Behavioral factors, life-style choices, and environmental factors on the cause and progression of disease are covered as well as the most current advances in genetic research. NAT 503 covers when clients should be referred to their licensed care provider for diagnosis of the ailments studied. A comparative review of both allopathic and holistic treatment modalities for a number of conditions is also covered.

NAT 504 Complementary and Alternative (CAM) Pathology and Protocols, 3 credits

Prerequisites: None - Prior or concurrent anatomy & physiology training is recommended

Studies show that anywhere up to 42% of the American population use CAM protocols on a regular basis. As such, anyone working in the healthcare industry, whether as a practitioner, scholar, educator, or advocate, needs to broaden their education to include evidence-based CAM. This graduate course focuses on principles of complementary and alternative therapies in relation to diseases of specific body systems. The varied techniques and modalities that a CAM practitioner employs are covered such as aromatherapy, homeopathy, herbal studies, dietary supplements, reflexology, cell salts, color therapy, and nutrition and lifestyle changes.

It is important to remember that the desired outcome of any holistic health or CAM protocol to increase the natural vitality of the client and bring the system back into balance. Students will examine the belief fundamental to CAM that the human body contains a strong power to heal itself, which is also known as vital energy or vitalism. While examining this belief, students also look at how the CAM practitioner is able to stimulate this power by educating each client in how to maintain health once it is achieved, increasing vitality, and building up one’s resistance through improved nutrition and a harmonious lifestyle.

NAT 515 Wellness Coaching & Communication Skills, 3 credits

Prerequisites: None

NAT 515 provides students with beginning skills and theory to be an effective holistic health coach for individuals or groups wanting to improve their health. The
course work presents skills that enable students to carefully co-create an interactive, embodied conversation that will invite and encourage growth and progress for all those it touches.

These skills can be applied to a clinical, organizational, and leadership setting. This course provides an understanding and practice of coaching principles such as core coaching competencies, readiness for change and transition theory, energy anatomy in coaching, and personal constitution. It incorporates behavioral change theories and models of health assessment, including health belief, adult learning, motivational interviewing, and program evaluation. The course comes from a holistic/integral perspective so participants can assist others and themselves in a change process. The course provides practice sessions for students to apply the theoretical principles through telephone coaching sessions and mock coaching sessions.

**NUT 501 Advanced Applied Holistic Nutrition, 3 credits**

*Prerequisites: None*

Nutrition, wellness, and disease prevention are areas of great interest to the American public. Rapid advances in science have enabled a much more detailed understanding of nutrition in recent years, and the Centers for Disease Control and Prevention has expressed concern at the increasing levels of deficiencies in the United States. NUT 501, a graduate survey course in advanced applied holistic nutrition, focuses on macronutrients, micronutrients, factors that affect nutrition such as absorption and metabolism, nutrition for life stages, and holistic nutrition therapy for clients of varying ages and with various illnesses. Food/dietary supplement drug interactions are also studied. The overall focus is on holistic nutrition and wellness, and healthy lifestyle choices and prevention as the best “medicine” and how concepts of nutrition can be integrated into every wellness plan.

**NUT 502 Nutrition Biochemistry I**

*Prerequisites: None*

This course reviews the relevant concepts of biochemistry of macronutrients, including the structure, biological function, digestion, absorption, and metabolism of proteins, hormones, enzymes, amino acids, dietary fibers and carbohydrates, and lipids. Graduates of this course will demonstrate a strong theoretical understanding of the control mechanisms and the integration of the macronutrient metabolic pathways at the cellular and the whole-body level. Graduates will also be able to identify metabolic needs for the different stages of the lifecycle and will be able to explain how the health and the metabolic needs are affected by variations in nutrient supply, physical activity, and stress.
**NUT 503 Nutrition Biochemistry II**

**Prerequisites: NUT 502**

This course reviews the relevant concepts of the biochemistry of micronutrients. This review includes the structure, biochemistry, biological function, digestion, absorption, transport, storage, and metabolism of vitamins, minerals, and water with an emphasis on their role in maintaining biochemical and physiological integrity in body systems. Graduates of this course will demonstrate a strong theoretical understanding of the mechanisms of water regulation, micronutrient and acid/base balance, and the biochemistry of disorders arising from related imbalances. Graduates will also be able to critically examine the micronutrient needs for healthy individuals and identify recommended intakes, deficiency symptoms, food sources, and toxicity for the vitamins and minerals studied.

The vitamins studied in this course include: Niacin, riboflavin, thiamin, folate, choline, B12, B6, biotin, pantothenic acid, vitamin C, vitamin K, vitamin E, vitamin A, and vitamin D. The minerals studied in this course include: Calcium, phosphorus, magnesium, sodium, chloride, potassium, iron, zinc, copper, manganese, iodine, selenium, fluoride, molybdenum, and trace elements.

**NUT 504 Advanced Sports Nutrition, 3 credits**

**Prerequisites: None**

Advanced Sports Nutrition offers strong research-oriented coverage of both nutrition and exercise physiology with practical, applied information useful to students who will counsel and provide dietary and training guidelines to athletes. It reviews evidence-based information to support the use of more than 25 different natural herbs, supplements, and nutrients to enhance physical performance and endurance and incorporates the latest publications on the on the acute and chronic effects of sports nutrition and supplementation strategies.

Advanced Sports Nutrition is designed to prepare students to sit at the International Society of Sports Nutrition exam.

**NUT 509 Graduate Topics in Holistic Nutrition, 3 credits**

**Prerequisites: None**

Holistic nutrition is the foundation to any natural health lifestyle plan for optimal health. NUT 509 covers CAM topics in nutrition, such as raw food, food combining, fasting, elimination and juice therapy, acid-alkaline theory, and the use of herbs in the diet. Recent issues in nutrition will be reviewed using contemporary authors, such as Michael Pollan and Kimberly Lord Stewart.
**NUT 510 Nutrition and Dietary Supplements, 3 credits**

*Prerequisites: None - NUT 501 is recommended for nutrition majors*

This course reviews evidence-based information to support the clinical use of more than 25 different natural herbs, supplements, and nutrients. Upon completion of the course, students will be able to understand and discuss the available nutrition and dietary supplement support protocols for more than 12 different common health conditions.

**RES 501 Assessment and Integration of Research, 3 credits**

*Prerequisites: None*

Research is the systematic process of collecting and analyzing information to increase our understanding of the phenomenon under study. It is the function of the researcher to contribute to the understanding of the phenomenon and to communicate that understanding to others.

RES 501 is designed to give students a solid theoretical understanding of how to review, utilize, and design research.

Graduates will be able to critically evaluate primary research, as well as be able to design and plan theoretical research and literature reviews. Students will learn to locate, assess, and integrate research.

This course is divided into two sections, culminating in a formal research paper:

Part One: Research begins with a research problem or hypothesis, which is examined by first exploring the current literature and then using the correct research design and the proper data analysis. It concludes with reporting the results of research. The class will explore each of these steps in detail, along with a discussion of ethics in medical research. We will learn which research designs work best for evaluating CAM.

Part Two: Many graduate courses will have a research paper component. Your paper provides the opportunity to research a topic, use the scientific method to support your theories, gain experience constructing professional-level arguments and writing, and use the formatting common in scientific journals (e.g., APA).
College Policies (in alphabetical order)

**Academic Honesty**

We believe that meaningful learning happens when there is honesty and a commitment to academic integrity. Therefore, all students and faculty of ACHS must abide by the ACHS Academic Honesty Policy. Failure to do so is grounds for disciplinary action, up to and including dismissal from the College.

We expect all ACHS students to be completely honest. Each student must complete his or her own assignments and examinations. Evaluation is based on the merit of original coursework. To uphold Academic Honesty:

- Complete your own work, including all writing submissions, discussions, tests, and exams.
- Honor all closed-book exams and do not refer to outside materials.
- Do not share assessment questions before or after taking a test or exam, copy the test/exam questions, or store test/exam questions on your computer.
- Do not submit the same assessment (e.g., research paper, literature review, case study, practical, discussion, etc.) for two or more courses without prior approval from your current professor(s). If approved, there must not be more than a 30% similarity between the new and original assessment.

**What is Plagiarism?**

Plagiarism may be intentional (deliberately representing words, ideas, or data of another person as one’s own without properly attributing through quotation, reference, or footnote) or inadvertent (inappropriate, but non-deliberate use of another’s words, ideas, or data without proper attribution).

Examples include:

- Verbatim copying of an original source without acknowledgment of that source (for example, copying and pasting an online course lecture into a blog or personal website—a small amount can be quoted for educational purposes, but the general rule is not more than 10%)
- Paraphrasing ideas from another without acknowledgment
- Borrowing words, ideas, or data from an original source and blending this original material without acknowledging the source, which gives the false impression that this is original research and ideas
- Partial or incomplete attribution of words, ideas, or data from an original
You are still held responsible if plagiarism is inadvertent. Whether you choose to summarize, paraphrase, or quote an author, ACHS requires you to form your own ideas and use your own words. If you are unsure whether or not you are properly attributing, consult with your professor(s) and refer to the resources in your online classroom and/or in the ACHS Student Center for guidance.

**What is Cheating?**

Cheating includes, but is not limited to:

- Using prohibited materials during a closed-book exam
- Collaborating on an examination or assignment without authorization
- Taking an examination or completing an assignment for another student, or permitting someone else to take an examination or to complete an assignment on your behalf
- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others (such as selling or buying a copy of exam questions before an exam)
- Conspiring to commit any act of academic dishonesty
- Attempting to gain an unfair academic advantage by bribery
- Changing or altering grades or other official educational records
- Continuing work on an examination after the allocated time has ended

**Procedures for Handling Incidents of Academic Dishonesty: Consequences**

If a professor at ACHS suspects that you have breached the Academic Honesty Policy, he or she is responsible for investigating the situation and taking appropriate action. If academic dishonesty is suspected, your professor will first discuss the incident directly with you to determine if the act was intentional.

If the professor believes the breach was **unintentional**, the first step would be for you to resubmit your work by an agreed upon deadline. Note that late assignment penalties may apply if the plagiarism or dishonesty is found after the assessment due date.

If the professor believes that the breach was **intentional**, he or she may give a failing grade for that assessment. Depending on the gravity of the plagiarism or cheating, or the assessment in question (e.g., a final exam), this may result in failing the course.

Generally, students who have cheated on a final exam will not be permitted to retake the exam and will instead be required to retake the course in its entirety if
they are permitted to continue with the institution.

**Reporting Dishonesty**

Any student can anonymously report dishonesty to student services at stuserv@achs.edu or call 800.487.8839 for investigation.

**Questions?**

For more information on the ACHS Academic Honesty Policy, contact the academic dean at academicdean@achs.edu.

**Access & Accommodations Policy**

American College of Healthcare Sciences (ACHS) is an equal opportunity educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). The ACHS online platform exceeds the defined student requirements of Section 508, the U.S. Federal Accessibility Standard for electronic and information technology. ACHS utilizes state-of-the-art courseware and support services in their learning platform, Canvas.

Please visit https://www.achs.edu/access-policy for more information regarding requesting accommodations for studying at ACHS.

**Assessment**

**Due Dates**

As busy adult learners, we appreciate that life events can sometimes interfere with your studies. ACHS courses are designed to provide flexibility for your study time throughout the week, however, there are due dates for assignments each week that students are required to meet. These are designed to ensure your discussions in class are engaging and interactive, and also help you keep on track with your coursework so you will successfully complete your course(s).

If you anticipate not being able to meet a due date for a module assignment, you must contact your professor in advance or your assignment will be graded down in accordance with ACHS’s Late Grading Policy at https://www.achs.edu/late-grading-policy.

If submitting late work, please remember to email your professor so he or she will know your work is ready to be graded. Please do not post messages about being late in the Instructor’s Virtual Office or Cyber Café, where it can negatively impact the motivation of other students.
**College Policies**

**Make-up Work**

Students are required to notify their professor and/or student services advisor if they will not be able to meet any deadline. If students do not complete an assessment on or by a set date because of illness, technical issues, or other serious problems, the professor or student services advisor can permit additional time to complete the assessment.

*On-campus intensives and study abroad courses:* Students are required to attend and maintain a passing grade for at least 80% of the course to successfully complete. Where a student does not complete an assessment or exam on the set date because of illness or other serious problem, and where reasonable, the professor may permit the student to complete the assignment or exam at an alternate time, but no later than two weeks after the last day of class.

**Required Assessments**

Final grades are made up of points from each assignment in the course. Students can see how the final grade for courses are calculated in each course syllabus. Some assignments are weighted much more heavily than others, in order of importance for the course and program learning outcomes, as determined by faculty and subject matter experts. Students must receive a final course grade of 70% or higher to pass the course.

Each course syllabus identifies the signature assessments (required assessments), which vary by course. ACHS courses also feature asynchronous discussions, knowledge building quizzes, and smaller module assignments designed to keep students engaged and help them learn the materials; these also vary by course. Students will receive an assignment grade of “0” for any assignments not submitted.

Non-required assignments have been organized to contribute a very small percentage to the final course grade, in proportion to their importance, as determined by faculty and subject matter experts.

**Campus Security**

ACHS takes the safety of all stakeholders, including visitors, students, faculty, and staff, very seriously. The College makes every effort to provide students and staff with a safe and secure environment in which to study and work. ACHS’s offices are open to the public Monday through Friday, 8:30 a.m. to 5:30 p.m., Pacific time and during special events. The College’s offices are secured during non-business hours.

ACHS complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and publishes its campus security policy and disclosures October 1 each year.

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In effect 6/21/19 until superseded by a newer version.
College Policies


**Census Period**

**Title IV Recipients**: ACHS is a non-attendance taking institution. Students using federal financial aid are required to establish participation within the first 14 days of the semester to be eligible to receive funding for the semester; Title IV funds are then disbursed for a student under the assumption that the student will participate for the entire period for which the assistance is awarded.

Please refer to the Course Incomplete policies for information about the recalculation of student aid for students who fail to participate in course activities through the end of the semester.

**Change of Address**

Change of addresses and other contact information can be submitted at http://achs.edu/change-address. If you have recently registered for classes, please contact student services at 800.487.8839 or email stuserv@achs.edu right away so we can update your registration and ensure your materials are shipped to the correct address if applicable.

If you change your email address, please contact stuserv@achs.edu with your new address so we can update your student records.

**IMPORTANT**: It is imperative that you allocate one email address for your ACHS student record at ACHS and use this email exclusively for your electronic communications with the College, including the submission of any registration or other forms on the ACHS website.

**Copyright and Use Policy**

This Program Catalog, all ACHS textbooks and eTextbooks, lesson materials, curriculum, handbooks, and all other materials, whether online or printed, and the online platform and content, are subject to copyright and intellectual property protection. Unauthorized use is strictly prohibited and subject to disciplinary

7 ACHS is not required to take attendance by an outside agency such as DEAC, does not require instructors to take attendance, and does not have any requirements that can only be met by taking attendance. 34 CFR Parts 600, 602, 603, et al. Program Integrity Issues; Final Rule.
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov.

Disciplinary Policy

ACHS students are expected to conduct themselves in an orderly manner and to follow all rules and policies. ACHS maintains the right to dismiss students for violation of College rules or for conduct that reflects unfavorably upon the reputation or operation of ACHS. View the Student Rights & Code of Conduct section in this catalog for more information.

Drug and Alcohol Use

As an institution that participates in Title IV federal financial aid programs and in compliance with federal requirements, ACHS provides this annual notice to students, employees, and faculty regarding its Drug and Alcohol Use policy including possible sanctions for violations of this policy.

ACHS is committed to providing a drug-free, healthful, and safe learning environment for students, employees, and faculty. In accordance with federal, state, and local law, the illegal use, abuse, possession, manufacture, sale, transfer, or distribution of drugs by students, employees, or faculty while on campus or at
any ACHS-sponsored event is prohibited.

The possession or use of alcohol by students, employees, or faculty on campus is also prohibited except when approved for an ACHS-sponsored event. In such instances, alcohol may not be served to or consumed by any person who is under the age of 21 or any person who appears to be intoxicated.

In addition to penalties imposed under federal, state, and local law, students who are alleged to have violated this policy will be subject to ACHS’s Student Code of Conduct disciplinary actions as outlined in this Program Catalog up to and including expulsion and referral for prosecution.

Employees or faculty who are alleged to have violated this policy will be subject to ACHS’s conduct policies as outlined in the ACHS Employee Handbook or ACHS Faculty Handbook respectively, up to and including termination of employment or teaching contracts and referral for prosecution. Students, employees, and faculty should consult their local authorities for information regarding criminal and civil penalties related to the use of illicit drugs or alcohol abuse.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and negative effects on relationships with family and friends. Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing, falls, drowning and other injuries; contracting sexually transmitted infections; and unwanted or unplanned sexual experiences and pregnancy. Alcohol and other drug use may also lead to other health problems such as respiratory depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and in some cases, death.

Students, employees or faculty with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their primary care physician or other local healthcare or mental health professional. Students, employees, or faculty experiencing instances of substance abuse are urged to seek assistance from local resources.

**Additional Resources**

The Center for Substance Abuse Treatment and Referral Hotline – Information and referral line that directs callers to treatment centers in your local community (1.800.662.HELP).

Drug Free World resources: [http://www.drugfreeworld.org/#/interactive](http://www.drugfreeworld.org/#/interactive) – Stories from real people who experienced addiction and how they recovered as well as informational resources.

Students with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their primary care physician or other local healthcare or mental health professional. Students experiencing instances of substance abuse are urged to seek assistance from local resources.

**Annual Notice to Students**

The Registrar’s Office provides an annual distribution of information related to the ACHS Drug and Alcohol Use policies including:

- Prohibition of illegal use, abuse, possession, manufacture, sale, transfer or distribution of drugs by students while on campus or at any ACHS-sponsored event
- Possible legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- Health risks associated with the use of illicit drugs and the abuse of alcohol
- Information regarding resources for counseling, treatment, or rehabilitation services available to students
- Disciplinary sanctions for students that violate the ACHS Code of Conduct up to and including expulsion and referral for prosecution

This policy is reviewed biennially by the ACHS academic teams and board of directors.

**Dual Program Enrollment Policy**

Dual enrollment is designed to provide students with the opportunity to broaden their training and seek additional qualifications through stackable credentials.

**General Guidelines for Dual Program Enrollment**

1. Dual programs must be in complementary disciplines.
2. The student must meet all admissions requirements for both programs. Students applying for dual program enrollment must have a minimum incoming GPA of 3.0 for new students. Current students must hold a 3.0 cumulative GPA at ACHS, have completed at least 12 semester credits, and be in good academic standing.
3. Dual program enrollment must be approved by the appropriate Program Chair(s).

Dual enrollment allows 40% of the credits to be shared between the two programs (for example, 15 credits in a 36-credit Masters degree program). The shared credits must be approved by the applicable Program Chair(s).
Students applying for Dual Enrollment in a Masters degree program may also petition to complete a single Capstone project, subject to advance approval by the applicable Program Chair(s).

Please note: If already a graduate of an ACHS Masters Degree program and returning to complete a second degree, the student remains eligible to transfer 40% of the eligible earned credits, subject to the approval of the applicable Program Chair(s); these students are not eligible to petition for a dual Capstone.

Graduate Profiles

We profile successful graduates and their professional and personal achievements on our website at https://www.achs.edu/alumni-in-action and across social media (facebook.com/ACHSedu, twitter.com/ACHSedu). Students and graduates interested in sharing their success can tell us more at alumni@achs.edu.

Military Deferral

ACHS understands that military students, veterans, or military spouses may face additional challenges in pursing their education, and ACHS is committed to their success. If there is a change in a military student or spouse’s military status, such as being called to active duty, he or she should first contact their student services advisor to discuss their studies. Students can contact their advisor at 800.487.8839 or via email to stuserv@achs.edu.

ACHS will seek to find the best solution to help students in these situations to successfully complete their program. Options include:

- For students who will continue to have Internet access: Students may continue in their program as usual. If practical materials will not be available (i.e., herbs, essential oils, etc.) students may complete the assessments that do not require labs to receive full credit.
- For students who will not continue to have Internet access: Students may request a deferral of their current course(s) until their return, or until such time as they have Internet access, at no charge. The remainder of their program may also be placed on hold for the length of their documented service or deployment.
- For students who are required to withdraw from their program: Students shall receive non-punitive withdrawals in all courses.
- Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his or her choice upon return to the institution for the two semesters immediately following his or her discharge from active duty.
- The ASC has the discretion to waive or suspend any College policy or regulation that negatively impacts students in their withdrawal or
subsequent readmission to the College due to a call to active duty service.

Netiquette

“Netiquette” is the term used to describe the social code of network communication. It becomes crucially important in online courses since they do not include any “face-to-face” interaction with all communication being conducted via written words (emails and discussion boards). Online courses also lack non-verbal communication, such as body language, facial expressions, and voice interactions, making it easier to misunderstand words. More information about netiquette is provided to students in the ACHS Online Orientation and Student Center.

Non-Discrimination

American College of Healthcare Sciences is committed to equal opportunity and equal treatment for all qualified individuals. The College will not discriminate against any person because of age, gender, gender-identity, color, race, national origin, religion, sex, sexual orientation, marital status, disability, veteran status, or any other class protected by law.

Program Transfer Policy

Students considering transferring programs are asked to speak with their student services advisor. All requests to transfer must be made by academic petition, which will be considered by the ASC. With this petition, applicants will also complete the ACHS Transfer Request Intake Assessment available at http://contact.achs.edu/course-or-program-transfer-form.

The ASC must approve all transfers. Students who drop a course as part of their transfer will have the refund policy applied to that course as set out in this Catalog. Note that students will pay the registration for the new program if the transfer is approved. Only one transfer per person will be permitted. No transfers to third parties are permitted.

Requirements for Completion

Requirements for completion vary for each course but may include completion of module exams, discussions, practical lab work, practical exercises, and final examinations. During each course, students can access their online Gradebook from within their online class. Students will receive an official grade report at the end of each course working toward the degree.

Requirements for graduation are set out under “Graduation” in this catalog. Students must be in good academic and financial standing to graduate, with all fees paid. Diplomas feature an embossed seal and are signed by the president and
academic dean.

**Solicitation**

In an effort to ensure a productive and harmonious College environment, students may not solicit or distribute literature by any means to other students for any commercial purpose.

ACHS recognizes that students may have interests in events and organizations outside the College and encourages students to submit events for posting on the college event calendar (email communications@achs.edu). Students may not directly solicit or distribute commercial literature by any means.

**Student Feedback**

Students have the opportunity, and are expected as part of the higher education process, to provide feedback about ACHS courses, professors, online services, and administrative staff in two surveys conducted for each course: One at the beginning of the course and an end-of-course evaluation. ACHS relies on this important student feedback as part of our continuous cycle of improvement. Students are also invited to submit any suggestions, comments, errata, or other feedback related to the courses by email to updates@achs.edu for the next course review.

ACHS’s curriculum reflects current knowledge and practice. Effective procedures are used continuously to keep our programs and courses up-to-date and internal course and program reviews are conducted on a periodic basis with input from our eminent advisory council, faculty, and administrative team, along with subject matter experts.

**Student Grievance Policy**

ACHS takes complaints very seriously, and is committed to providing the best possible conditions for its students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ACHS supervisors and management. ACHS strives to ensure fair and honest treatment of all students. Students, employees, and faculty are expected to treat each other with mutual respect. Students are encouraged to offer positive and constructive criticism.

For information about ACHS’s problem resolution procedures or to lodge a formal complaint, please visit https://www.achs.edu/student-grievance-policy.

Students are encouraged to attempt to resolve any issues with the appropriate ACHS office before lodging a formal complaint. All ACHS departments may be reached at 800.487.8839.
Students may also contact the Oregon Office of Degree Authorization, 225 Capitol St. NE, 3rd Floor, Salem, OR 97301, or call 800.452.8807 or the Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, DC 20036, 202.234.5100, http://www.deac.org.

For California residents: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau’s website at http://www.bppe.ca.gov/.


Student Records

The College maintains records for each student. Student records include the student's enrollment application and agreement, semester registration contract(s), any personal information necessary for the College's business, transcripts, comments, evaluations, letters of concern and appreciation, and records of any College action. College staff and the applicable regulatory agencies have access to student files for educational and business purposes. Third-party access to student records is limited unless the student has provided written consent. Students have rights of inspection and correction of their records. Student information of a private, personal, or confidential nature that is provided to the College will only be disclosed in compliance within the Family Educational Rights and Privacy Act (FERPA). Information required for transcripts of all former students is permanently retained.

As an Institute of Higher Learning, the federal rules provided by FERPA govern student privacy.

FERPA requires that ACHS maintains the confidentiality of academic and personal records of each student. Directory information, including name, major field of study, dates of attendance, degrees, honors and awards received, and enrollment status may be released at the discretion of the registrar. If a student does not wish any of this information to be released, he or she must notify the registrar once each year in writing by the end of the second week of the term.

To ensure maximum safeguards of information contained in a student's personal record, ACHS will disclose information of a confidential nature only to the student, to a parent/guardian claiming that student as a dependent (as demonstrated through provision of a copy of the parent/guardian’s most recent federal income tax return), or to a third party upon receipt of expressed written permission of the student.

Students should complete the Authorized Agent form online at
FERPA does allow schools to disclose student records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law


ACHS requires that all documents containing sensitive information be encrypted prior to transmission. This can include using a secure file sharing system or sharing documents via PDF secured with a password.

**FERPA and the Solomon Amendment**

The **Solomon Amendment** is a federal law that allows military recruiters to access some address, biographical, and academic program information for students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of “student recruiting information,” which may or may not match ACHS’s FERPA directory information list. However, if the student has submitted a request to ACHS’s Registrar’s Office to restrict the release of his/her directory information, then no information from the student’s education record will be released under the Solomon Amendment. For more information on directory information please see previous.

**Definition—“Student Recruitment Information” or “Solomon Information”**

- Name
- Address (home and mailing)
- Telephone (home and mailing)
College Policies

- Age (is not defined as directory information at ACHS)
- Place of birth (is not defined as directory information at ACHS)
- Level of education
- Academic major
- Degrees received
- Educational institution in which the student was most recently enrolled

Procedure for Releasing Information to Military Recruiter

Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:

- Army: Army, Army Reserve, Army National Guard
- Navy: Navy, Navy Reserve
- Marine Corps: Marine Corps, Marine Corps Reserve
- Coast Guard: Coast Guard, Coast Guard Reserve

The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information. The request should specify whether the information needed is for the current or previous semester.

Authorized Agent

For students’ convenience, they have the option to appoint an authorized agent. This allows ACHS to deal with the agent on the student’s behalf, for example if he or she is sick, on vacation, or otherwise indisposed. Students may wish to appoint a parent, spouse, or friend, but should be sure to select someone they trust. ACHS may freely deal with this person as if he or she is the student. Students may assign an authorized agent or update their agent by submitting the ACHS Authorized Agent form available at http://tinyurl.com/authorized-agent.

Please note that the ACHS Credit Card Authorization form completed by the cardholder when students use a third-party credit card does not constitute an authorized agent.

Use of Social Security Numbers

Collection of Social Security numbers may be required by federal regulation. ACHS may use the Social Security number for keeping records, research, and federal reporting. ACHS also uses your Social Security number to provide a 1098T tax statement annually. A student’s Social Security number will be carefully protected and kept confidential at all times.
Change of Name

A certified copy of a court order, a marriage certificate, or a dissolution decree that includes a name change is required to support a request for a name change in ACHS records. Please submit documentation to the Registrar’s Office at registrar@achs.edu or mail to 5005 SW Macadam Ave., Portland, OR 97239.

Student Rights and Code of Conduct

American College of Healthcare Sciences reserves the right to require the withdrawal of any student who fails to accept responsibility as evidenced by conduct, poor scholastic achievement, or failure to meet financial obligations to the College.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including dismissal from ACHS:

- All forms of dishonesty, including misrepresenting qualifications
- Any physical abuse or harassment including bullying both in person and/or online
- The use of offensive language
- Obstruction or disruption of College activities
- Theft or inappropriate removal or possession of property
- Falsification of records
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs while on campus
- Fighting or threatening violence
- Boisterous or disruptive activity
- Negligence or improper conduct leading to damage of ACHS-owned property
- Disparaging ACHS, its activities, or employees to students, vendors, or the public
- Conviction of sex or violence-related offences
- Insubordination or other disrespectful conduct
- Unwillingness to work with another student
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Unauthorized use of online course system or other ACHS-owned equipment or intellectual property
- Unsatisfactory performance or conduct
College Policies

- Violation of the terms of any disciplinary action imposed by ACHS
- Unauthorized peer-to-peer file sharing
- Unauthorized distribution of copyrighted materials using the institution’s information technology systems

Conduct on ACHS Discussion Boards, Social Media, in the ACHS Student Center and Online Classrooms, and Other Public Forums

ACHS discussion forums are designed to foster community, discussion, and discourse as well as provide resources on holistic health and wellness. Our goal is always to foster frank discussion and to respect academic freedom; however, forums may not be used to endorse or sell products, solicit students for other programs, share political views or the work of other students without their expressed permission, or other unrelated discussions.

Posts that are not directly related to holistic health or that may be inflammatory will be removed at the discretion of ACHS.

ACHS recognizes that students may have interests in events and organizations outside the College and are welcome to submit events for posting on the college calendar (students can also post events to ACHS’s Student Center in Canvas). Students may not solicit or distribute literature concerning these activities via email.

Key points for a successful forum experience:

- Use email rather than discussion boards or forums to send personal messages directly to student(s) or professors.
- Include a descriptive “Subject” heading as the first line.
- Use the help desk or contact ACHS for assistance with technical issues.
- Respect each other’s ideas, feelings, and experience. If students disagree with someone’s point of view, argue ideas rather than attacking individuals or groups. Derogatory statements about minorities, sexual identity, sexual orientation, professions, personal characters, practices, or beliefs, and individually aimed insults or threats that cause any participant to feel discomfort will not be tolerated.
- Explore disagreements and support assertions with data and evidence. Compose carefully reasoned comments. Introducing apparently contradictory information can be very helpful in exploring the topic. Try to always analyze what the student read and discuss why he or she agrees or disagrees with the author of the opposing view.
- Do not advertise. Commercial-type information is not permitted.
- Do not post copyrighted material. Instead, post URLs to Web content or cite reference information (title, publisher, etc.).
- As the appropriate staff or faculty member may not see all discussion or
Corrective Meetings

Correct meetings are used in the event there is a code of conduct violation or any other disciplinary action. Anyone may request a corrective meeting. A request for a corrective meeting can be submitted in any manner and should be directed to the dean of students when possible. The dean of students or nominee coordinates the corrective meeting. He or she will give notice by phone, email, text, or mail to the student (or to their guardian if the student is a minor) to meet for a corrective meeting.

A corrective meeting may be held in person, by telephone, or online. If the student does not meet as requested, a decision may be made in the student’s absence. At the corrective meeting, the student and the College official will review the situation and discuss possible action. The College official will provide the student with an opportunity to respond and discuss this response. The College official will inform the student of ACHS’s decision with respect to the situation within 30 business days of the meeting and sooner when possible. The results of the corrective meeting are binding.

Forms of Discipline

The College official may impose the following forms of discipline following a corrective meeting:

- **Reprimand**: Written or verbal notice that a student's conduct in a specific instance does not meet ACHS standards and that continued misconduct may result in a more serious disciplinary action.
- **Probation**: Notice that the student found in violation of ACHS standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.
- **Restitution**: Reimbursement for damage to, or misappropriation of property, which may take the form of appropriate service to repair or otherwise compensate for damages. The College official may impose restitution with any other penalty.
- **Dismissal**: For serious offences, the College official may dismiss a student from the College. Tuition will be refunded according to ACHS’s refund policy. It is the responsibility of the student to notify the appropriate institution if the student has a student loan or is receiving financial aid.
Withdrawal Policy

Students may request to withdraw in any manner.

Students withdrawing before the end of the 8th week of class for 15-week semesters or before the end of the 4th week of class for 7.5-week terms, will receive a pro-rated tuition refund calculated according to the refund policy. Depending on the date of withdrawal and the return of course materials as applicable, additional fees may be refundable (refer to the Tuition and Fees section of this catalog for the full refund policy).
As an ACHS student, you can:

- Earn an accredited certificate, diploma, or degree.
- Study with highly qualified instructors with real-world professional experience.
- Receive on-going support from your instructor and ACHS academic advisors.
- Study with like-minded peers in a dynamic and lively online learning environment.
- Join your class from your computer or mobile device, anywhere in the world, 24/7.
- Access 24/7 technical support by telephone, email, and live chat.
- Connect with our community of holistic health students.
- Learn well. Live well. Educate others.

What are you waiting for? Request information today at www.achs.edu or call one of our experienced admissions advisors at 800.487.8839. We look forward to helping you live your passion and become one of our successful graduates!