PLEASE 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: Melissa Trujillo, ACHS Title IX Coordinator, Director of Student Registration Support; office located at 5005 SW Macadam Avenue, Portland, Oregon 97239; 503.244.0726 or TitleIX@achs.edu. For further information, you may contact the U.S. Department of Education’s Office for Civil Rights,
through its website
http://wdcrbcolp01.ed.gov/CFAPPS/OCR/contactus.cfm, or by calling 1.800.421.3481.

**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

College hours and office staff availability: Monday through Friday, 8:30 a.m. to 5:30 p.m. Pacific time.

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ACHS Program Overview

Certificate and Diploma Programs

ACHS offers a range of Certificate and Diploma courses for those students who do not wish to complete an entire degree. Certificate and diploma programs consist of specified credit courses.

Credits earned in a certificate or diploma program may be used toward an ACHS degree at the corresponding level when applicable. Please note that ACHS certificate and diploma programs do not constitute a degree.

A full listing of certificate and diploma programs is set out later in this Program Catalog.

Undergraduate Programs

For qualified applicants, ACHS offers the following undergraduate degree programs:

- Associate of Applied Science in Complementary Alternative Medicine (CAM) with a specialization in aromatherapy, herbal medicine, or holistic spa management
- Associate of Applied Science in Health and Wellness
- Bachelor of Science in Holistic Nutrition
- Bachelor of Science in Integrative Health Sciences

ACHS also offers a wide range of undergraduate certificate and diploma programs. ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education.

Please note: ACHS Associate of Applied Science degrees are terminal professional 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, 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.
Program Overview

General education courses are typically outside of the student’s concentration or major.

ACHS general education courses include:

- English Composition: ENG 101, ENG 201
- Social Sciences: BUS 101, HIST 201, PSY 101, SOC 101
- Liberal Arts or Natural Sciences: MTH 101, MTH 201, NAT 210, NAT 211, NAT 212
- Humanities: PHL 201, PHL 202

Graduate Programs

For qualified applicants, ACHS offers the following 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

ACHS also offers a wide range of graduate certificate programs, including the Graduate Certificate in Wellness Coaching. ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education.

Professional Continuing Education Courses

The ACHS Department of Continuing Education offers courses that are approved for continuing education credits for massage therapists, registered aromatherapists, registered herbalists, registered nurses, pharmacists, naturopaths, and veterinarians. Continuing education courses do not offer credit towards certificates, diplomas, or degrees.

Study Abroad Programs

ACHS’s rewarding experiential summer 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://www.achs.edu/study-abroad.
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://www.achs.edu/about/history.

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.

ACHS is nestled in the beautiful John’s Landing area, which sits alongside the Willamette River. Bald eagles can be seen nesting in the cottonwoods, and not a day goes by without the sighting of a great blue heron, Portland’s unofficial city bird. John’s Landing is just a five-minute drive from downtown Portland. The campus lies two blocks from the Willamette, in an urban commercial district known for its large community of wellness businesses. There are many restaurants and stores within a short walk of the College.

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 http://achs.edu/about/campus.

**Emails**

Following is a contact list for administrative staff starting with the Office of the President. This contact list represents the line of authority at ACHS:

- President: Dorene Petersen, dorenpetersen@achs.edu
- Chief Strategy Officer: Erika Yigzaw, erikayigzaw@achs.edu
- Chief Operating Officer: Tracey Abell, traceyabell@achs.edu
- Chief Financial Officer: Debbie Parigian, debbieparigian@achs.edu
- Chief Marketing Officer: Kate Harmon, kateharmon@achs.edu
- Academic Dean: Denise Dallmann, denisedallmann@achs.edu
- Director of Student Financial Services: Kathryn Stone, kathrynstone@achs.edu
- Dean of Students: Heather Baley, heatherbaley@achs.edu
- Registrar: Jennifer Morrison, jennifermorrison@achs.edu

Full staff bios, including experience and degrees held, can be found at https://www.achs.edu/about/faculty.
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/pay-online 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://www.achs.edu/about/faculty 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.
Welcome from ACHS President

Perfecting the Art of Distance Education Since 1978™

Welcome to the American College of Healthcare Sciences!

Accredited by the Distance Education Accrediting Commission, 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. I’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 its 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 two of 100 Best Green Workplaces in Oregon in 2017 by Oregon Business magazine and attaining the prestigious Certified B Corporation® status in 2016. Learn more about our institutional milestones at https://www.achs.edu/memberships-industry-recognition.

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.

I look forward to welcoming you to the ACHS family. Best wishes on your journey toward graduation!

Sincerely,

President Petersen on the ACHS Aromatic Indonesia Study Tour with a traditional Jamu practitioner. Learn more about upcoming study abroad opportunities online at https://www.achs.edu/study-abroad.
About ACHS

Dorene Petersen BA, Dip.NT, Dip.Acu, RH (AHG), President

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
About ACHS

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)

• ACHS and the Apothecary Shoppe College Store are Certified Organic by Oregon Tilth (http://www.apothecary-shoppe.com/pages/the-quality-promise)

• Certified as a Gold Business by Green America
About ACHS

(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

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.

ACHS and the Apothecary Shoppe prioritize environmental stewardship and offers a distinguished selection of natural health products, including certified organic herbs and essential oils, for ACHS students and the community at large. Learn more about our Quality Promise at http://www.apothecary-shoppe.com/pages/the-quality.promise.


The Apothecary Shoppe stocks a range of books, certified organic and ethically wild-crafted herbs and essential oils, flower essence remedies, charts, gift items, and more. Products are imported from all over the world, as well as domestically made. ACHS students and graduates can also participate in wholesale purchasing programs. Apply at http://www.apothecary-shoppe.com/pages/new-wholesale-account-application.

We invite you to view our store 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 CAM and holistic health, 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, 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
About ACHS

Accreditation & Affiliations

American College of Healthcare Sciences is accredited by the Distance Education Accrediting Commission (DEAC) (formerly the Distance Education and Training Council, DETC), 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://www.achs.edu/accreditation.

A Few Words About the Importance of Accreditation

Accreditation is a stringent process of quality control completed by an independent and government-recognized accrediting body. Legitimate accrediting bodies are recognized by either the U.S. Department of Education (USDOE), the Council for Higher Education, or both. A link to the database of accredited postsecondary institutions and programs is available at http://ope.ed.gov/accreditation/. Using credentials issued by a school that is not accredited by an agency recognized by the USDOE may cause professional and even legal problems. Please check accreditation carefully.

“DEAC accreditation compliments and strengthens an institution’s status through its unprecedented understanding of the changing distance education landscape. In receiving renewal of accreditation, ACHS has demonstrated its commitment to distance education standards that ensure excellence in teaching, learning, and student outcomes.” —Dr. Leah K. Matthews, PhD, Executive Director, Distance Education Accrediting Commission

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
About ACHS

pursuing their field of study or transferring to another institution after they complete their program.

Learn more about ACHS’s articulation agreements at http://achs.edu/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://www.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.
About ACHS

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 directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, 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://www.achs.edu/state-authorization.

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), President and CEO
- Erika Yigzaw, B.Com, LL.B. (Hons), Chief Strategy Officer
- Debbie Parigian, BA, CPA, Chief Financial Officer
- Clyde B. Jensen, PhD, Public Member
- Judith Starr, Public Member

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:

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/achs-institutional-review-board.
About ACHS

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). PAC members include:

- Geraldine DePaula, MD
- Mindy Green, AHG, RA
- Nathan Hovekamp, BS, MS, PhD
- Arlene Kestner, PhD
- Danielle Lombardi, MA, MSOM, Lac
- Lauretta Young, MD

Members are experts in the fields of aromatherapy, herbal medicine, general education, integrative health sciences, and holistic nutrition.

Full biographical information for all PAC members is available at http://achs.edu/advisory-council-members.

Continuing Education Approvals

Information about ACHS's continuing education approvals and course offerings is available online at https://www.achs.edu/ce.

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 Holistic Nutrition Consulting
  (http://files.achs.edu/resource/gedt_chnc/chnc_gedt.html)
- Certificate in Homeopathy Consulting
  (http://files.achs.edu/resource/gedt_chc/chc_gedt.html)
- Certificate in Integrative Health & Fitness Training
  (http://files.achs.edu/resource/gedt_cihft/cihft_gedt.html)
- Certificate in Iridology Consulting
  (http://files.achs.edu/resource/gedt_cic/cic_gedt.html)
- 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 Herbal Studies
  (http://files.achs.edu/resource/gedt_dhs/dhs_gedt.html)
- Diploma in Holistic Health Practice
  (http://files.achs.edu/resource/gedt_dhhp/dhhp_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.
About ACHS

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 or contact ACHS Admissions at admissions@achs.edu or 800.487.8839.

Student Identity Verification

ACHS employs vigorous identify verification steps to ensure a student taking an exam is the same student enrolled in the program. 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.

When a student takes an online proctored exam, students are required to show their government-issued ID via their webcam. A photograph is taken of their ID and stored in their record. When a student takes an in-person proctored exam, students are required to show their ID to their proctor. ACHS conducts spot checks to compare IDs submitted during proctored exams with IDs in the student record.

Furthermore, students are required to answer four security questions upon enrollment. These security questions appear, at random, in course final exams. This provides further security that the student taking the exam is the same student enrolled in the course and program.

Once a student is enrolled, student services verifies student identity during final exams. If the exam is proctored with ProctorU, students will be required to show their government-issued photo ID to their online proctor. If the student is taking an in-person proctored exam, the proctor will fax or scan Student Services a proctor ID verification form.

For non-proctored exams, student services review the security questions of three randomly selected students in each course and will verify the answers to the
security questions.

Please also see the ACHS Proctoring Policy.

**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 the President, Chief Strategy Officer, and the Academic Dean.

Full biographical information for all faculty is available at [http://achs.edu/faculty-and-staff](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**

**Marilyn Addison, BA, RA (Aromatherapy)**

- Bachelor of Arts, Queens College, City University of New York

**Elizabeth Bennett, BS, MA (General Education)**

- Bachelor of Science, University of Houston-Downtown
- Master of Arts, National University

**Nicole Betschman, BS, BS, MA, CHES, PhD (Complementary Alternative Medicine)**

- 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
About ACHS

- Doctor of Education, AT Stills University

Jerry Cronin, BS, DC (Complementary Alternative Medicine)
- Bachelor of Science, Regents University (now Excelsior)
- Doctor of Chiropractic, Life University

Denise Dallmann, BA, MS, ND, ACHS Academic Dean (Complementary Alternative Medicine)
- Bachelor of Arts in Biology, University of California, Santa Cruz
- Master of Science in Educational Leadership & Policy, Portland State University
- Doctor of Naturopathic Medicine, National University of Natural Medicine

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

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 (Complementary Alternative Medicine)
- Master of Science in Human Nutrition, University of Bridgeport
- Doctor of Chiropractic Medicine, National University of Health Sciences

Cindy Fouhy, MS, PhD (Complementary Alternative Medicine)
- Master of Science in Psychology, Specialization in Counseling Psychology, Capella University
- Doctor of Philosophy, Psychology, Capella University

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 (Complementary Alternative Medicine)

- 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

Anisa Kassim, BA, MPH, MTOM, CHES (Complementary Alternative Medicine)

- 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

Renee Long, BA, MFA, ACHS Content Development Manager and Professor (General Education)

- Bachelor of Arts in English, with a minor in Theatre Arts, Palm Beach Atlantic University
- Master of Fine Arts in Creative Writing, Florida Atlantic University
About ACHS

Santiago Lorenzo, PhD (Complementary Alternative Medicine)

- 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

Barbara Ann Lovelace, AS, BA, MA (Complementary Alternative Medicine)

- Associate in Science in Medical Administration, Southwest Florida College
- Bachelor of Arts in Consumer Life Sciences, University of Northern Iowa
- Master of Arts in Education and Counseling, University of Northern Iowa

Oleg Maksimov, PhD, ACHS Associate Academic Dean and Professor (Complementary Alternative Medicine, 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

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

Jacqui McGrath, ND (Herbal Medicine)

- Bachelor of Arts in Anthropology, University of Florida
- Doctorate in Naturopathic Medicine, National University of Natural Medicine

Tina McLeod, BS, MS, DC (Complementary Alternative Medicine)

- Bachelor of Science, University of Wisconsin
- Master of Science, Logan University
- Doctor of Chiropractic, Palmer College

Melissa McNulty, BS, MS, MS, PhD (Holistic Nutrition)

- Bachelor of Science in Nursing, University of South Florida
- Master of Science in Nursing, University of South Florida
About ACHS

- Master of Science in Psychology, Grand Canyon University
- PhD in Health Sciences, Trident University International

**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 (Complementary Alternative Medicine)**

- Bachelor of Arts in Music, DePaul University
- Doctor of Naturopathic Medicine, National University of Natural Medicine

**Dorene Petersen, BA, Dip.NT, Dip.Ac, RH (AHG), ACHS President and CEO (Complementary Alternative Medicine, Aromatherapy)**

- Diploma in Natural Therapeutics from the South Pacific College of Natural Therapies, Dunedin, New Zealand
- Bachelor of Arts in Archaeology and Anthropology from University of Otago, Dunedin, New Zealand

**Nancy Poznak, MS (Complementary Alternative Medicine)**

- Bachelor of Technical/Professional Studies, Towson University
- Master of Science in Health Science, Towson University

**Teri Rada, BS, ND (Complementary Alternative Medicine)**

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

**Lauren Torchia, BA, MS, ACHS Dean of English, Director of Communications, Professor (General Education)**

- Bachelor of Arts in English, with a minor in Education, University of California, Santa Cruz
- Master of Science in Writing, Portland State University
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 Medicine)

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

Dr. Bonnie Wickwire, ND, DC (Herbal Medicine)

- Doctor of Chiropractic, Western States Chiropractic College
- Doctor of Naturopathic Medicine, National University of Natural Medicine

Erika Yigzaw, B.Com, LLB (Hons), ACHS Chief Strategy Officer (General Education)

- Bachelor of Science in Commerce, University of Otago, Dunedin, New Zealand
- LL.B. (Hons), University of Otago Law School, Dunedin, New Zealand

Lisa Youngstrom, BS, MS, RN (Aromatherapy)

- Bachelor of Science in Holistic Studies in Wellness, Union Institute and University
- Master of Science in Complementary Alternative Medicine, American College of Healthcare Sciences

Full biographical information for all staff is available at https://achs.edu/faculty-and-staff.
About ACHS

Executive Staff

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

Erika Yigzaw, B.Com, LL.B. (Hons), Chief Strategy Officer erikayigzaw@achs.edu

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

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Academics & Instructional Technology

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

Ashley Ehmig, MLS, Online Instructional Design Librarian
About ACHS

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Office of Student Success (Student Services)

Heather Baley, BA, Cert. Aroma., Dean of Students
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Joel Strimling, Director of Technical Student Services
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Melissa Trujillo, BS, MS, MAR, Director of Student Registration Support
melissatrujillo@achs.edu

Office of Admissions

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

Amanda Heller Donaca, BS, MBA, Associate Dean of Admissions
amandaheller@achs.edu

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

Office of the Registrar

Jennifer Morrison, BA, Registrar jennifermorrison@achs.edu

Office of Student Financial Services

Kathryn Stone, BA, Director of Student Financial Services
kathrynstone@achs.edu

Stephanie North, BA, Assistant Director of Financial Aid,
stephanienorth@achs.edu

Erika Baltazar, BS, Business Office Assistant
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Retail, Production & Shipping Staff

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

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

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

Scott Barnhill, Shipping Lead scottbarnhill@achs.edu

Calvin Alexander, Shipping Clerk & Production Assistant
calvinalexander@achs.edu

Jim Lawson, Production Assistant
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.

As an ACHS student, you can:

- Earn an accredited certificate, diploma, or degree.
- Access on-demand continuing education webinars and courses.
- Study with highly qualified professors with real-world professional experience.
- Receive ongoing support from your professor and student services.
- Study with like-minded peers in a dynamic and lively online learning environment.
- Join your class from any computer, anywhere in the world, 24/7.
- Access 24/7 technical support by telephone and email.
- Connect with our community of holistic health students.
- Learn well. Live well. Educate others.

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...
About ACHS

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 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 and 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. 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:

- **TopSchool Student Information**: Access your grades, degree audit, and personal information online at myachs.com.
- **Canvas Learning Management System**: Access at 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 active students with free access to several subscription-only holistic health databases.
- **Professional Information**: Access the ACHS Career Center, Jobs 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 courses rely on the Internet, as well as textbooks, printed materials, and lab supplies. Most computers and laptops purchased within the last five years should be able to meet all technical specifications to use Canvas. Please see the following resources for more information about technical requirements:

- The requirements to be able to run Canvas can be found on their computer specification page at https://community.canvaslms.com/docs/DOC-10721.
- If you are enrolled in a class with a proctored final exam, you will need to meet the following specifications outlined by Proctor U at https://www.proctoru.com/tech-requirements.
- Furthermore, all new students must complete the ACHS Student Orientation to familiarize themselves with the tools and functions of the online classroom they will use to complete their studies with ACHS.

**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!
About ACHS

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
- ACHS on Facebook: http://www.facebook.com/ACHSedu
- ACHS on YouTube (ACHStv): https://www.youtube.com/user/achstv
- ACHS on Instagram: https://www.instagram.com/achsedu/
- ACHS on LinkedIn: https://www.linkedin.com/company/american-college-of-healthcare-sciences
- ACHS on Pinterest: https://www.pinterest.com/achsedu/
- ACHS on Twitter: http://www.twitter.com/ACHSedu
- ACHS on Google+: https://plus.google.com/10182361625615866603
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.

Dean’s and President’s List

ACHS publishes a dean’s and president’s list each term. More detail can be found on the ACHS website at https://achs.edu/achs-deans-list.

Academic Calendar

The ACHS academic year begins in September.

The College Calendar may be found at 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 (September), Spring (January), and Summer (May)—and select accelerated, 7.5-week courses may start in March, July, and October.

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.
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 and senior administrators, including the academic dean, dean of students, director of student financial services, and/or registrar, as well as ACHS faculty, 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.

The Admissions Committee’s review of all applicants includes evaluation of the individual’s prior high school or college transcripts, 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.
Admissions

The decision to admit a student into an ACHS undergraduate program is made by the Admissions Committee following a review of the student’s application and submission of all required application materials. Following their review, the Admissions Committee may:

- Admit the student to his or her desired program at full status
- Admit the student to his or her desired program on academic probation, pending an admissions interview with a member of the committee
- Deny the application

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 does not offer advanced standing for applicants beyond the review of eligible transfer of credit and the opportunity to earn credit by challenge examination.

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.

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/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 1 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.

Eligibility for federal student aid requires the student to submit one of the following to certify he or she has completed high school or its equivalency:

- Official high school transcript from a state-approved high school
- GED
- Certificate demonstrating that the student has passed a state authorized examination (for example, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree
- Appropriate homeschool credential: If the student’s secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential in order to be eligible for FSA funds. He/she can include in her homeschooling self-certification that he/she received this state credential.

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).

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

- Submit official, unopened transcripts: All applicants are required to submit an official, unopened high school diploma or state-approved equivalency and 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 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 bachelors degree or higher from a USDOE-recognized accredited institution and submit official, unopened transcripts.

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 bachelors degree or higher.
- 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.
Admissions

- 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 the stated prerequisites for coursework 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; schedule your first semester courses; and set up your payment options.

4. Once your first payment or other funding authorization has been received, 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.
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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 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.

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 the applicant prior to admission. Only official transcripts are accepted for transfer credit.

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 to undergraduate programs; a minimum of “B” or better is required for graduate programs. Transferred courses must be comparable to the content of ACHS courses and have been completed at the corresponding level of study.

ACHS accepts foreign transcripts provided in English or copies of translated into English.

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.
Earning Credit by Exam

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

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 at https://contact.achs.edu/achs-petition) 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.

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 credit.

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 do 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.

2 In compliance with Oregon Office of Degree Authorization administrative rules.
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.

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 your professor through the online classroom, live conferences and/or chats, email, and the Instructor’s Virtual Office.
- Dynamic online lectures updated regularly to include the latest evidence-based research and industry updates.

Your tuition also includes a wide range of student services:

- Full student services and support during your program, including unlimited online classroom access, email, and telephone support during your course.
- Online tools to enable you to interact with your peers and join study
Admissions

- Online career center including employment bulletin board and resume tips - https://achs.edu/studentservices/career-center
- Unlimited toll-free phone access to information and answers to your questions within the United States and Canada.

**2017-2018 Undergraduate Tuition and Fees**

Regular class, per credit: $325

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.

**2017-2018 Graduate Tuition and Fees**

Regular class, per credit: $505

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://www.achs.edu/what-does-it-cost-0; 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:

3 Tuition rate effective for classes starting after January 1, 2018.
• ACHS Course Pack: Online Materials, Library and Resources Fee, and all required lab kits including herb and essential oil kits
• ACHS eTextbook (when applicable)

The Total Course Price for each course is published at [https://www.achs.edu/what-does-it-cost-0](https://www.achs.edu/what-does-it-cost-0).

The detailed schedule of charges for each course including the total course price is published on each course description page at [www.achs.edu](http://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/what-does-it-cost-0](https://achs.edu/what-does-it-cost-0) for more information. This fee includes:

• An extensive virtual library to assist you with research including access to:
  o 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.
  o Library and Information Resources Network (LIRN): a 501©(3) nonprofit corporation, that provides access to millions of articles, eBooks, videos, and other resources within subject-specific databases.
O 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.

O 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.

O 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 $7,800 for undergraduate students based on 24 semester credits per year and $9,090 for graduate students based on 18 semester credits per year. Additional information about tuition and fees can be found at https://achs.edu/what-does-it-cost-0.

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 the Canvas online classroom requirements online at at https://community.canvaslms.com/docs/DOC-10721 and 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 recommended book lists that are optional; purchase is not required and the library is an excellent resource for many of these books. These are available at the Apothecary Shoppe College Store at a student discount.

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 earn their certificates, diplomas, associates, and masters degrees 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
ACHS does not participate in work-study programs or offer student jobs at this time.

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 may download the appropriate application for benefits from the Department of Veterans Affairs main website at www.gibill.va.gov. The ACHS VA Certifying Official 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, REAP, and Vocational Rehabilitation. Veterans intending to use their education and training benefits

4 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.
should contact their admissions advisor, or student services advisor if already enrolled, for more information regarding the application process specific to their benefit.

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
Admissions

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 contact Student Services at 800.487.8839 to review your upcoming courses.

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. Note that you are not obligated for tuition for a semester that had not started when you withdraw or if a class is canceled.

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 on a weekly basis:

- 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></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>$975</td>
</tr>
<tr>
<td>Total Tuition &amp; Registration Fee Charged:</td>
<td>$1175</td>
</tr>
</tbody>
</table>

*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>$975 x .80 (80%) = $780.00</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$780.00</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:*

<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>$975 x .63 (63%) = $614.25</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$614.25</td>
</tr>
</tbody>
</table>
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.

ProctorU Online Exam Proctoring Fee

Students at ACHS complete proctored final exams through ProctorU online exam proctoring. The ProctorU exam fee is $30 per final exam; this fee is paid directly to ProctorU.

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</td>
<td>$75</td>
<td>Challenge Exam: Student challenges core or pre-requisite program requirements by exam (when available). Final Exam Retake Fee: Student retakes final exam.</td>
</tr>
<tr>
<td>Title</td>
<td>Amount</td>
<td>Charged when:</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------</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>
<tr>
<td>Late Registration or Late Registration Change Fee</td>
<td>$35</td>
<td>Late Registration Fee: Applies to registrations received after the published semester registration deadline. Visit <a href="http://achs.edu/academic-calendar">http://achs.edu/academic-calendar</a> for registration deadlines. Late Registration Change Fee: Changes are made to course schedule after the registration deadline. Visit <a href="http://achs.edu/academic-calendar">http://achs.edu/academic-calendar</a> for registration deadlines.</td>
</tr>
<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</td>
</tr>
</tbody>
</table>
### Admissions

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
<th>Charged when:</th>
</tr>
</thead>
<tbody>
<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>U.S.: $7.50</td>
<td>Charge for personal credit check to determine student’s eligibility for installment payments.</td>
</tr>
<tr>
<td></td>
<td>Canada: $25.00</td>
<td></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.

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. Note that you are not obligated for tuition for a semester that had not started when you withdraw or if a class is canceled.

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

American College of Healthcare Sciences © 2017-2018 Program Catalog.
In effect 12/24/17 until superseded by a newer version.
### Admissions

**Tuition (3-credit undergraduate course @ $325)** | $975
---|---
**Total Tuition & Registration Fee Charged:** | $1175

---

**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>$975 / 105</td>
</tr>
<tr>
<td></td>
<td>= $9.29 per day charge.</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$9.29 x 93 days remaining after withdrawal = $863.97</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>
<tr>
<td>On or before Day 31 of a semester with 53 instructional days (within 60% of the semester)</td>
<td>Total tuition charged divided by number of days in class multiplied by the number of days remaining after withdrawal</td>
</tr>
<tr>
<td>On or after Day 32 of a semester with 53 instructional days (61% or more of the semester)</td>
<td>No refund</td>
</tr>
</tbody>
</table>

---

**Refund calculation based on withdrawal on Day 12 from the AROMA**
101, 7.5-week course with 53 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>$975 / 53 days = $18.40 per day charge.</td>
</tr>
<tr>
<td>Eligible Refund:</td>
<td>$18.40 x 41 days remaining after withdrawal = $754.40</td>
</tr>
</tbody>
</table>

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.

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. The following cancellation charges come into effect when notification is received:

- More than 61 days before departure: Deposit only or $150, whichever is greater
- 60 days or less before departure: 100% of total

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 attendance in the semester during 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
Admissions

1.800.4.EDAID (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 for a degree.

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
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.

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 undergraduate 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. Students who fail to participate in course activities through the end of the semester and do not request to withdraw or apply for an incomplete grade will receive a “U” grade on their transcript and financial aid awards will be recalculated. In this case, the date of withdrawal used for the calculation of Return of Title IV Funds will be the midpoint of the semester. A date earlier or later than the midpoint will be used if the college has documentation of the last day the student participated. This recalculation may require that unearned funds be returned to the Department of
Education and may result in a balance due to ACHS. In such cases, students will remain financially liable. Note no student is obligated to tuition for a semester that has not commenced.

- **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 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.

NOTE: Any student who is not on Academic Warning, Academic Probation, or
Academic Policies

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% will be removed from Academic Warning.
- **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% will be removed from Academic Probation.
- **Academic Suspension (Administrative Withdrawal):** Students who are on Academic Probation and do not meet SAP in their subsequent term will be placed on Academic Suspension and administratively withdrawn from the institution. Academic Suspension is recorded on the student’s academic record. Students who are academically suspended are no longer enrolled students and must apply for re-instatement subject to approval by the Academic Standards Committee.
- **Reinstatement to ACHS:** Suspended students accepted for re-instatement will be approved on a provisional basis and required to successfully complete nine semester credits of individual courses with a 2.0 GPA for undergraduate and 3.0 GPA for graduate studies to demonstrate good academic standing prior to full re-instatement into an ACHS program.

The Academic Standards Committee, chaired by the Academic Dean, 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.

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.

Students are automatically removed from academic probation when they have met SAP requirements.

Students who have received notice of academic suspension have the right to petition the Academic Standards Committee if there are extenuating circumstances. A written petition must be submitted to the Academic Standards Committee within 30 days of the date of notification. Extenuating circumstances should be explained fully in the petition. The Committee may approve the petition, approve the petition with condition, or deny the petition and suggest alternative action. The academic petition can be completed online at [https://contact.achs.edu/achs-petition](https://contact.achs.edu/achs-petition).
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. Students are asked to be specific in their appeal and include all information they would like the Committee 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.
Academic Policies

If aid is cancelled, students may continue to take courses at their own expense with approval from the Academic Standards Committee, 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

If a student is unable to complete a course due to circumstances beyond the student’s control, the student must request an incomplete “I” grade by the semester end date and indicate his or her intention to complete outstanding coursework (fees apply—view fee information at https://www.achs.edu/other-fees).

An “I” 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. Please see the Incomplete Grading Policy for more information.

Course Incompletes – “U” Grade

If a student is not able to complete the coursework and does not request an incomplete grade by the end of the semester, the student will receive a “U” grade, Ungraded, and will be required to retake the class or make alternate arrangements with his or her student services advisor to complete outstanding coursework (fees apply—see fee information at https://www.achs.edu/other-fees).

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.

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
Academic Policies

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.

GPA & Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points (grade points per credit)</th>
<th>Included in CGPA</th>
<th>Included in Total Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Academic Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points (grade points per credit)</th>
<th>Included in CGPA</th>
<th>Included in Total Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CHAL</td>
<td>Challenge Exam successfully passed; credit given, no grade points.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>U</td>
<td>Ungraded due to lack of participation, no grade points or credit.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>U/Alt Grade</td>
<td>Indicates “U” grade was completed and converted to a passing 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>
</tr>
<tr>
<td>I</td>
<td>Incomplete, no grade points or credits.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I/Alt Grade</td>
<td>Indicates “I” grade was completed and converted to a passing 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>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Academic Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points (grade points per credit)</th>
<th>Included in CGPA</th>
<th>Included in Total Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Credit given, no grade points.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>NP</td>
<td>No credit given, no grade points.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>R</td>
<td>No credit or grade points.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit Awarded – Credit given, no grade points.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>No credit or grade points.</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>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.
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.

Incomplete Grades

See the Incomplete Grades policy later in this Catalog.

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.
Academic Policies

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 must complete at least 80% of all required coursework in addition to all required final course assessments (e.g., final exam, final paper).

A passing grade for all final exams is 70% or higher. If a student does not meet the minimum requirement to complete the final exam or paper, they will need to retake the exam or resubmit the paper. Students should contact student services for assistance with retaking a final exam; a fee applies (view fee information at https://www.achs.edu/other-fees).

Students must complete all required assessment and the final exam by the last day of the semester. Course extensions are not available past the end date of the semester.

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 president and academic dean. 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

Students are required to complete 80% of the required assessment in each class. If a student experiences extenuating circumstances, he or she may make arrangements with professor(s) to submit work after the due date or be exempted.
from the assignment provided the student will still achieve the learning outcomes; exemptions may not exceed 20% of the course assessment, and students cannot be exempted from required papers or final exams.

**Dropping a Course**

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 pro-rated 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**

Under special circumstances, students may apply for leave of absence for a specific period of up to one year. Assuming appropriate documentation is provided, the circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity or paternity leave, or death in immediate family. The applicant may be asked to provide documentation. A student’s financial account must be in good standing to be eligible to request a leave of absence.

An approved leave of absence preserves the student’s status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Registration is not required during the leave period. A leave may be renewed for up to one additional year if the student applies for a leave extension at least one month before the end of his or her initial leave. Renewal of a leave is subject to the approval of the College. In no case may any student be granted a leave for more than two years.

Students must use the Academic Standards Committee Petition Form (available at [https://contact.achs.edu/achs-petition](https://contact.achs.edu/achs-petition)) to apply for a leave of absence from a program. The ASC considers all academic petitions. Student services will notify the student of the approval or denial of the request. The ASC may approve the petition, approve the petition with condition, or deny the petition and recommend the student withdraw from the program and re-apply when the student has the ability to commit to his or her studies.
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.

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 can select an online or in-person proctor. In both situations, the exam is taken online. For online proctors, ACHS uses a third-party service. 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 course 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 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.)

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 completed petition must include:

- A timeline for program completion
- A reason for delay
- Student signature (electronic signatures suffice)

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.

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.

ACHS 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>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>&gt;96%</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-95%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>86-89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-85%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>76-79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-75%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>1.7</td>
</tr>
</tbody>
</table>

**P (Pass)** — Indicates that the student has completed a course, but the student’s GPA is not affected.

**NP (No Pass)** — Indicates that the student has not completed a course. The grade of No Pass (NP) does not affect the student’s GPA.

**W (Withdrawal)** — Indicates official withdrawal.

**WA (Administrative Withdrawal)** — This grade is administratively assigned and does not affect the grade point average.

**WU (Unofficial Withdrawal)** — The grade is calculated as an “F” and the student may be barred from future registrations. Assigned by the professor if the student stops attending without notification.

**I (Incomplete)** — Indicates the student has petitioned and received approval for an Incomplete and must complete outstanding course requirements.

**R (Course Repeat)** — Indicates that a course has been repeated. Upon completion of the repeated course, the grade earned will be computed in the GPA. The grade in the original course will be changed to R, and will no longer be calculated into the GPA. Generally, a class may be repeated one time. The approval of the ASC must be obtained prior to an attempted course repeat. In
exceptional circumstances, the ASC may approve additional repeat attempt(s). Credit may be earned only once and full tuition is paid for the repeated course.

**U (Ungraded)** — Indicates that the student must complete outstanding course requirements.

### Incomplete Grade

If a student is unable to complete a course due to circumstances beyond the student’s control, the student must request an incomplete “I” grade by the semester end date and indicate his or her intention to complete outstanding coursework (fees apply—view fee information at [https://www.achs.edu/other-fees](https://www.achs.edu/other-fees)). Please see the Incomplete Grade Policy for more information.

If a student is not able to complete the coursework and does not request an incomplete grade by the end of the semester, the student will receive a “U” grade, Ungraded, and will be required to retake the class or make alternate arrangements with his or her student services advisor to complete outstanding coursework (fees apply—view fee information at [https://www.achs.edu/other-fees](https://www.achs.edu/other-fees)).

To request an incomplete grade, students will apply at [https://contact.achs.edu/incomplete-grade-request-form](https://contact.achs.edu/incomplete-grade-request-form). The student’s student services advisor will work with the student to help him or her complete any remaining coursework in coordination with the student’s professor(s).

An “I” 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.

An “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.

### 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</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
</table>

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85
American College of Healthcare Sciences © 2017-2018 Program Catalog.
In effect 12/24/17 until superseded by a newer version.
Academic Policies

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th></th>
<th></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>
<tr>
<td><strong>12 Total Credit Hours Attempted</strong></td>
<td></td>
<td><strong>27 Total Grade Points</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

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
Academic Policies

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.

**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. Students are required to meet the SAP policy in all cases.

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
- 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 October. 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). 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.

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.

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 Credit

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.
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%, or “C” grade, for undergraduate courses and 80%, or “B” grade, for graduate courses.

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](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](https://www.achs.edu/clep-exams)) and DANTES Subject Standardized Tests (DSST) proficiency exams ([https://www.achs.edu/dantes-subject-standardized-tests-dsst](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 4-6 weeks after enrollment (new in October 2017). Current students can also request an ID card by contact 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.
- 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
• Phone number
• Documentation of the relationship of the requestor to the deceased**
• Reason for the request
• Signature
Academic Policies

- 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](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](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](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 an open access database provided by Google that houses scholarly literature across many disciplines and sources including full-text articles, theses, and other websites.

**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.

**Oregon Health and Science University Library**

All ACHS students within the Portland, Oregon area have access to review the
onsite Oregon Health and Science University Library (OHSU) resources (e.g., stacks, databases). Oregon borrowers with a current library card from a participating Oregon Library Passport program library can check out resources from OHSU (visit http://www.ohsu.edu/xd/education/library/services/borrowing-materials.cfm).

If you live outside of the Portland area, OHSU has an extensive website with several free resources, including a database of Theses, Dissertations, Capstones, and Portfolios (visit http://www.ohsu.edu/xd/education/library).

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.

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).

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, post to the Ask-the-Librarian form 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 ASC, including review by the academic dean and faculty as applicable. Please note the following:

- 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.
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:

5 The ACHS Petition is completed at https://contact.achs.edu/achs-petition.
1. The student must have an overall grade point average of 3.0 or better through the preceding term.
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

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.

The challenge to the industry will be to integrate CAM to most benefit the consumer, focusing on the complementary rather than the alternative nature of the wide variety of modalities available and leading the way forward to a wellness-based concept of healthcare.

Those who would play a part in leading the industry to successful integration must be able to facilitate change in a holistic and encompassing manner in the context of rapid change in the healthcare industry.

This Catalog 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 from three to six semester credits and require at least nine to 18 hours of study per week respectively. Courses are offered in 15-week semesters with select offered in 7.5-week accelerated semesters.

ACHS also offers professional Continuing Education (CE) courses. The ACHS Department of Continuing Education offers courses that are approved for continuing education credits for massage therapists, registered aromatherapists, registered herbalists, registered nurses, pharmacists, naturopaths, and veterinarians. On-demand CE courses are available online at https://achs.edu/ce-courses.

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

6 This equates to the Carnegie Unit requirement of “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 of Study

Bachelor of Science in Integrative Health Sciences

**Undergraduate Certificate Programs**
Certificate in Aromatherapy
Certificate in Herbal Retail Management
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

**Disclaimer**

Graduation from an ACHS certificate, diploma, or AAS degree program does not confer a license to practice medicine. ACHS graduates serve as holistic health consultants and do not claim to treat, diagnose, cure, or prescribe.

Please note that not all graduates will achieve the career outcomes provided as examples in the following pages.
Undergraduate Programs of Study

Associate of Applied Science in Complementary Alternative Medicine Degree Program

Students in this terminal degree can complete a general degree or select a specialization.

**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.

Execution of the ACHS mission statement is built on the following foundations:

- A curriculum based on the philosophy of integration of CAM
- Development of diverse perspectives on wellness to encourage creative problem solving
- Assessment and development of critical analysis and reasoning, communication skills, and quantitative skills, including reviewing current research, expressing quantitative ideas and facts effectively

A commitment to contributing value to the industry through a researched and scholarly approach to CAM provides the theme that connects all courses and topics in the curriculum. The theme explores: Managing information effectively in a complex, diverse, and interdependent industry; maximizing the innovative use of information and research and setting the groundwork for advancement in both; and stimulating professionalism, integrity and social responsibility.

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.

Teaching methodology includes basic analysis of the available data (and objective testing of the same), case method, simulation/role playing, practical application through projects and simple labs, and essays. Researching topics involves collecting, selecting, critically analyzing, interpreting, and organizing data that supports the student’s ideas and the project or topic. The flexibility of the teaching environment at ACHS encourages students to apply innovative techniques and a variety of communication skills to their learning experience.

For all graduates, this program:

- Is approved by the National Association of Nutrition Professional (NANP).
- Meets the education requirements for graduates to sit for the Board Exam in Holistic Nutrition certification, offered by the Holistic Nutrition Credentialing Board (http://nanp.org/hncb), entitling successful candidates to use the title, “Board Certified in Holistic Nutrition®”, in accordance with state laws. Important information about state laws that pertain to the practice of nutrition and dietetics are summarized for reference at http://achs.edu/nutrition-state-law-disclosures.

The Associate of Applied Science in Complementary Alternative Medicine degree, depending on the specialization chosen, prepares students to enter the CAM industry as a:

- Holistic Health Practitioner
- Holistic Health Educator⁷, Writer, or Speaker
- Master Herbalist
- Herbal Educator
- Herbal Consultant
- Herbal Retailer
- Wellness Coach
- Lifestyle Coach or Consultant
- Herbal Writer
- Aromatherapist, Aromatherapy Consultant, or Aromatologist
- Aromatherapy Product Formulator and Manufacturer
- Healthcare Industry Assistant or Manager—Day Spa, Holistic Retreat, Spa Facility
- Aromatherapy Retailer

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⁷ This degree does not satisfy the requirements to become a CHES Health Educator.
Undergraduate Programs of Study

- Aromatherapy Educator, Author, Speaker
- Administrative or support role in any company in the healthcare industry
- Customer Service role within the healthcare industry
- Sales Associate role within the healthcare industry

Depending on the specialization, the Associate degree prepares students to move onto clinical practicum work offered through industry bodies and to then enter the industry as a:

- Registered Herbalist (AHG)
- Registered Aromatherapist (ARC)

Depending on the specialization, the Associate degree prepares students to move onto clinical practicum work offered through on campus programs and industry organizations and to then enter the industry as a:

- Clinical Herbalist
- Clinical Aromatherapist
- Herbal Products Manufacturer
- Herbal Products Formulator
- Aromatherapy Product Formulator and Manufacturer
- Perfumer
- Healthcare Industry Assistant—Day Spa, Holistic Retreat, Spa Facility
- Massage Therapist specializing in Aromatherapy
- Esthetician specializing in Aromatherapy
- Medical Assistant, Administrator, Reception, or other support role in a licensed naturopathic clinic

This degree is also designed for:

- Medical professionals wishing to increase their knowledge of this exciting field and integrate it into a new or existing practice, including Medical Doctors, Psychologists, Pharmacists, Naturopaths, Nurses, Veterinarians, Respiratory Therapists, or Social Workers who are not looking for graduate-level study.
- Consumers looking to integrate holistic health principles into their life for their personal health and well-being.

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
Undergraduate Programs of Study

and provide education that individuals can use to restore wellness

- 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

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- Implement clinic management tools, including case taking, ethics, and informed consent
- Identify and discuss the olfactory, skin, and muscular systems, and the
Curriculum

The required courses are:

**General Education:**
- ENG 101 English Composition I
- ENG 201 English Composition II
- NAT 210 Anatomy & Physiology I
- NAT 211 Anatomy & Physiology II
- NAT 212 Anatomy & Physiology III
- PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills
- PSY 101 Introduction to Psychology

**Core Requirements:**
- NAT 101 Nutrition, Bodycare & Herbalism OR NUT 101 Introduction to Nutrition OR HLTH 101 Personal & Community Health
- AROMA 101 Introduction to Aromatherapy
- AROMA 203 Aromatherapy I
- HERB 101 Basics of Herbalism
- HERB 201 Herbal Studies
- NAT 308 Holistic Nutrition
- NAT 302 Holistic Pathophysiology
- NAT 303 Holistic Pathology & Protocols
- NAT 307 Healthcare Terminology
- NAT 306 Holistic Health Consulting & Business Skills

Total core credits and general education: 51 semester credits.

**Electives**

Select at least 9 credits of study. Elective courses allow each student to tailor his or her degree to his or her particular needs and interests. Select individual elective courses or electives within one or two areas of study that allow students to pursue a specialization (see below).
- AROMA 103 Introduction to Aromatherapy for Spa Managers

 Effect of aromatic molecules on these body systems

- 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

The required courses are:

**General Education:**
- ENG 101 English Composition I
- ENG 201 English Composition II
- NAT 210 Anatomy & Physiology I
- NAT 211 Anatomy & Physiology II
- NAT 212 Anatomy & Physiology III
- PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills
- PSY 101 Introduction to Psychology

**Core Requirements:**
- NAT 101 Nutrition, Bodycare & Herbalism OR NUT 101 Introduction to Nutrition OR HLTH 101 Personal & Community Health
- AROMA 101 Introduction to Aromatherapy
- AROMA 203 Aromatherapy I
- HERB 101 Basics of Herbalism
- HERB 201 Herbal Studies
- NAT 308 Holistic Nutrition
- NAT 302 Holistic Pathophysiology
- NAT 303 Holistic Pathology & Protocols
- NAT 307 Healthcare Terminology
- NAT 306 Holistic Health Consulting & Business Skills

Total core credits and general education: 51 semester credits.

**Electives**

Select at least 9 credits of study. Elective courses allow each student to tailor his or her degree to his or her particular needs and interests. Select individual elective courses or electives within one or two areas of study that allow students to pursue a specialization (see below).
- AROMA 103 Introduction to Aromatherapy for Spa Managers
Undergraduate Programs of Study

AROMA 103B Introduction to Aromatherapy for Spa Managers Bridge Course
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
AROMA 305 Aromatherapy Chemistry
BIO 111 Introduction to Biology
CAM 100 Principles and Practices of Integrative Health
CAM 101 Introduction to Complementary Alternative Medicine
HERB 302 Herbal Materia Medica I
HERB 303 Herbal Materia Medica II
HERB 304 Herbal Materia Medica III
HLTH 101 Personal & Community Health
NAT 202 Energetic Modalities I: Flower Essences
NAT 203 Historical Modalities I: Iridology
NAT 204 Energetic Modalities II: Homeopathy
NUT 304 Sports Nutrition
NUT 309 Topics in Holistic Nutrition
PFT 101 Personal Fitness Training
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 to be Completed for AAS in CAM Degree: Minimum of 60 semester credits

ACHS AAS SPECIALIZATIONS

ACHS’s student body is diverse in experience, and students’ academic and career objectives mirror that diversity. As an alternate to elective courses, ACHS offers the option of AAS specializations:

- Aromatherapy Specialization
- Herbal Medicine Specialization
- Holistic Spa Management

Aromatherapy Specialization

This program focuses on holistic clinical aromatherapy and the use of essential oil therapy, or aromatherapy, to support physical, mental, emotional, and spiritual wellness.

The Aromatherapy Specialization is an advanced and in-depth study of the science and art of aromatherapy. This specialization:
Undergraduate Programs of Study

- Exceeds the curriculum requirements of the NAHA Level Two education standards
- Is the only Alliance of International Aromatherapists Advanced Practitioner Level aromatherapy program offered by an accredited institution
- Qualifies graduates to sit the national registration exam with the Aromatherapy Registration Council (http://www.aromatherapycouncil.org) to become a Registered Aromatherapist (RA)

Required courses for the Aromatherapy Specialization (9 credits):
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
AROMA 305 Aromatherapy Chemistry

**Herbal Medicine Specialization**

This diploma program is a rigorous and extensive clinical herbalism program designed for the serious student seeking a professional, practical working knowledge of herbalism. This program is ideal for medical professionals wishing to increase their knowledge of this exciting field and integrate it into their practice, including MDs, Psychologists, Pharmacists, Nurses, Veterinarians, Respiratory Therapists, or Social Workers. This program meets the AHG Registered Herbalist education standards.

The Herbal Medicine Specialization is a rigorous and extensive program designed for the serious student seeking a professional working knowledge of herbal medicine. This specialization:

- Meets the education requirements to apply for professional membership with the American Herbalists Guild to achieve the designation Registered Herbalist-RH (AHG). Note that clinical hours are required to establish eligibility (http://www.americanherbalistsguild.com/becoming-ahg-professional-member).

Required courses for the Herbal Medicine Specialization (9 credits):
HERB 302 Herbal Materia Medica I
HERB 303 Herbal Materia Medica II
HERB 304 Herbal Materia Medica III

**Holistic Spa Management Specialization**

The Holistic Spa Management specialization 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.
This specialization:

- Meets the education standards for spa management as set by the American Hotel & Lodging Educational Institute (AHLEI) (https://www.ahlei.org) to earn the Certificate of Specialization in Spa Management from AHLEI.
- Qualifies graduates for the NCBTMB Spa Management Specialty Certificate. Learn more online at http://www.ncbtmb.org/specialty-certificates/specialty-certificate-spa-management.

Required courses for the Holistic Spa Management Specialization (9 credits):

- AROMA 103 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

**Recommended Course Sequence**

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
Undergraduate Programs of Study

Associate of Applied Science in Health and Wellness Degree Program

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.

Career Goals

- Health and Wellness Consultant, Educator\(^8\), Writer, or Speaker
- Health and Wellness Consultant within Community Health Organizations, Government, Residential Care Facilities, Schools, Prisons, Community Wellness programs, Retirement Villages, Old Age Homes, Frail Care Centers, Nursing Homes and Home Healthcare Agencies
- Health and Wellness Practitioner
- Health and Wellness Coach
- Wellness Coach
- Lifestyle Coach or Consultant
- Healthcare Industry Assistant or Manager—Day Spa, Holistic Retreat, Spa Facility
- Administrative or support role in any company in the healthcare industry, such as medical center, fitness or wellness center, private practice yoga studio, natural food store, restaurant, or educational facility
- Customer service role within the healthcare industry
- Sales associate role within the healthcare industry
- Medical Assistant, Administrator, Receptionist, or other support role in a licensed naturopathic clinic or other healthcare setting

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\(^8\) This degree does not satisfy the requirements to become a CHES Health Educator.
Undergraduate Programs of Study

This degree is also designed for:

- Medical professionals wishing to increase their knowledge of this exciting field and integrate it into a new or existing practice, including Medical Doctors, Psychologists, Pharmacists, Naturopaths, Nurses, Veterinarians, Respiratory Therapists, or Social Workers who are not looking for undergraduate-level study
- Consumers looking to integrate holistic health principles into their life for their personal health and well-being

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)\(^9\)
- 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,

\(^9\) Depending on the electives chosen.
Undergraduate Programs of Study

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

The required courses are:

General Education:
BIO 111 Introduction to Biology
ENG 101 English Composition I
ENG 201 English Composition II
NAT 210 Anatomy & Physiology I
NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
PSY 101 Introduction to Psychology

Core Requirements:
CAM 101 Introduction to Complementary Alternative Medicine
HED 303 Stress Management & Emotional Health
HLTH 101 Personal & Community Health
HLTH 201 Physical Activity & Wellness
NAT 302 Holistic Pathophysiology
NAT 303 Holistic Pathology & Protocols
NAT 305 Wellness Coaching & Community Skills
NAT 306 Holistic Health Consulting & Business Skills

Total core credits and general education: 45 semester credits.

Electives

Select at least 15 credits of study. Elective courses allow each student to tailor his
Undergraduate Programs of Study

or her degree to his or her particular needs and interests.
AROMA 101 Introduction to Aromatherapy
AROMA 103 Introduction to Aromatherapy for Spa Managers
AROMA 103B Introduction to Aromatherapy for Spa Managers Bridge Course
AROMA 203 Aromatherapy I
CAM 100 Principles and Practices of Integrative Health
HERB 101 Basics of Herbalism
HERB 201 Herbal Studies
NAT 101 Nutrition, Bodycare & Herbalism
NAT 307 Healthcare Terminology
NAT 308 Holistic Nutrition
NUT 101 Introduction to Nutrition
NUT 304 Sports Nutrition
NUT 309 Topics in Holistic Nutrition
PFT 101 Personal Fitness Training
PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills
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 to be Completed for AAS in Health and Wellness Degree: Minimum of 60 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
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).

Career Goals

- Health and Wellness Coach, Consultant, Educator\(^{10}\), Writer, or Speaker
- Health and Wellness Consultant within Community Health Organizations, Government, Residential Care Facilities, Schools, Prisons, Community Wellness programs, Retirement Villages, Old Age Homes, Frail Care Centers, Nursing Homes and Home Healthcare Agencies
- Nutrition Coach
- Administrative or support role in any company in the healthcare industry, such as medical center, fitness or wellness center, private practice yoga studio, natural food store, restaurant, or educational facility
- Nutrition Consultant (in accordance with state law) for health food store, restaurants, fitness centers
- Allied health professional, or other support role in an integrative medicine clinic or other integrative healthcare setting
- Continued study in an integrative health program

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\(^{10}\) This degree does not satisfy the requirements to become a Certified Health Educator.
Specifically, 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.
- 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**

The required courses are:

**General Education (30 semester credits required):**

- BUS 101 Introduction to Business
- ENG 101 English Composition I
- ENG 201 English Composition II
- HIST 201 American History I
- MTH 101 College Math
- MTH 201 College Algebra
- PHL 201 Think Smarter! Strengthening Reasoning & Writing Skills
- PHL 202 Applied Ethics
- PSY 101 Introduction to Psychology
- SOC 101 Introduction to Sociology

**Science Core Requirements (30 semester credits required):**

- BIO 111 Introduction to Biology
- BOT 301 Botany & Plant Identification
- CHEM 120 Introduction to Chemistry
- ENV 201 Introduction to Environmental Science
HLTH 101 Personal and Community Health
NAT 210 Anatomy & Physiology I
NAT 211 Anatomy & Physiology II
NAT 212 Anatomy & Physiology III
PSY 303 Health Psychology
RES 301 Introduction to Research Methods

Major Core Requirements (30 semester credits required, with at least 20 semester credits being in the upper division (i.e., 300- or 400-level classes)):
NUT 101 Introduction to Nutrition
NUT 210 Nutrition
NUT 301 Advanced Nutrition Principles I
NUT 302 Advanced Nutrition Principles II
NUT 303 Nutrition Across the Lifespan
NUT 304 Sports Nutrition
NUT 309 Topics in Holistic Nutrition
NUT 401 Nutrition and Dietary Supplements
NUT 415 Nutrition Coaching and Communication Skills
NUT 499 Special Topics in Nutrition – Vegetarian and Gluten-Free Diets

Electives (30 semester credits required):
BUS 304 Business Communication
BUS 390 Marketing
HLTH 201 Physical Activity & Wellness
HLTH 410 Community Health Planning
HLTH 416 Public Health Education
NAT 302 Holistic Pathophysiology
NAT 303 Holistic Pathology & Protocols
NAT 307 Healthcare Terminology
NUT 311 Food Production & Healthy Cooking
NUT 312 Dietetics Profession & Practice
Total Credits Required to be Completed for BS in Holistic Nutrition Degree:
Minimum of 120 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
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).

Career Goals

• Health and Wellness Coach, Consultant, Educator\textsuperscript{11}, Writer, or Speaker
• Health and Wellness Consultant within Community Health Organizations, Government, Residential Care Facilities, Schools, Prisons, Community Wellness programs, Retirement Villages, Old Age Homes, Frail Care Centers, Nursing Homes and Home Healthcare Agencies
• Allied Health professional other support role in an integrative medical clinic or other healthcare setting
• Continued study in an integrative health program

Specifically, graduates from the Bachelor of Science in Integrative Health Sciences program will be able to:

• Integrate principles from modern-day medicine with natural health

\textsuperscript{11} This degree does not satisfy the requirements to become a CHES Health Educator.
Undergraduate Programs of Study

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

The required courses for this program are:

**General Education (30 semester credits required):**
- BUS 101 Introduction to Business
- ENG 101 English Composition I
- ENG 201 English Composition II
- HIST 201 American History I
- MTH 101 College Math
- MTH 201 College Algebra
- PHL 201 Think Smarter! Strengthening Reasoning & Writing Skills
- PHL 202 Applied Ethics
- PSY 101 Introduction to Psychology
- SOC 101 Introduction to Sociology

**Science Core Requirements (30 semester credits required):**
- BIO 111 Introduction to Biology
- BOT 301 Botany & Plant Identification
- CHEM 120 Introduction to Chemistry
- ENV 201 Introduction to Environmental Science
- HLTH 101 Personal and Community Health
- NAT 210 Anatomy & Physiology I
- NAT 211 Anatomy & Physiology II
- NAT 212 Anatomy & Physiology III
- PSY 303 Health Psychology
- RES 301 Introduction to Research Methods
Major Core Requirements (30 semester credits required)
AROMA 101 Introduction to Aromatherapy
HERB 101 Basics of Herbalism
NAT 302 Holistic Pathophysiology
NAT 303 Holistic Pathology & Protocols
NAT 306 Holistic Health Consulting & Business Skills
NAT 307 Healthcare Terminology

Select a Specialization Track:

**Aromatherapy**
AROMA 203 Aromatherapy I
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
AROMA 305 Aromatherapy Chemistry

**Herbal Studies**
HERB 201 Herbal Studies
HERB 302 Herbal Materia Medica I
HERB 303 Herbal Materia Medica II
HERB 304 Herbal Materia Medica III

**Electives (30 semester credits required):**
BUS 390 Marketing
HLTH 201 Physical Activity & Wellness
HLTH 410 Community Health Planning
HLTH 416 Public Health Education
NAT 101 Nutrition, Bodycare & Herbalism
NAT 202 Flower Essences
NAT 203 Iridology
NAT 204 Homeopathy
NAT 308 Holistic Nutrition
NUT 101 Introduction to Nutrition
NUT 304 Sports Nutrition
NUT 309 Topics in Holistic Nutrition

Total Credits Required to be Completed for BS in Integrative Health Sciences
Degree: Minimum of 120 semester credits

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
Undergraduate Programs of Study

Certificate and Diploma Programs

ACHS’s certificate and diploma programs are intended for those seeking advanced knowledge and skills in new fields. 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 Retail Management
- 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 who already possess an associate degree or higher degree can complete a certificate or diploma to further their knowledge in a particular subject matter. Students can complete a certificate or diploma and then apply those credits toward completion of the ACHS AAS degree program within the eligible completion time and in compliance with the AAS 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.

This program:

- Exceeds the curriculum requirements of the NAHA Level Two education standards
- Is the only accredited Alliance of International Aromatherapists Professional Level aromatherapy training program
- Qualifies graduates to sit the national registration exam with the Aromatherapy Registration Council (http://www.aromatherapycouncil.org) to become a Registered Aromatherapist (RA)

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

Required courses for this program are:
AROMA 101 Introduction to Aromatherapy
AROMA 203 Aromatherapy I
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
CAM 100 Principles and Practices of Integrative Health
NAT 306 Holistic Health Consulting & Business Skills

Total Semester Credits Required: 16

Recommended Course Sequence

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Certificate in Herbal Retail Management

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.

Graduates of the Certificate in Herbal Retail Management 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
Undergraduate Programs of Study

alternatives to vulnerary herbs

Required courses for this program are:
- CAM 100 Principles and Practices of Integrative Health
- HERB 101 Basics of Herbalism
- HERB 201 Herbal Studies
- NAT 305 Wellness Coaching and Communication Skills
- NAT 306 Holistic Health Consulting & Business Skills
- PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills

Total Semester Credits Required: 16

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS's academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

Certificate in Holistic Nutrition Consulting

The Center for Disease Control has expressed concern at the increasing levels of deficiencies in the USA. Obesity is at the highest levels in history. Chronic diseases are at an all-time high and threaten to cripple our healthcare systems with the high cost of care. This program integrates nutrition training as the foundation for wellness.

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
Undergraduate Programs of Study

- 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

Required courses for this program are:
- CAM 100 Principles and Practices of Integrative Health
- NUT 101 Introduction to Nutrition
- NAT 305 Wellness Coaching and Communication Skills
- NAT 306 Holistic Health Consulting & Business Skills
- NAT 308 Holistic Nutrition
- NUT 309 Topics in Holistic Nutrition

Total Semester Credits Required: 16

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS's academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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.

This program is developed in alignment with the education standards for spa management as set by the American Hotel & Lodging Educational Institute (AHLEI) (https://www.ahlei.org) and qualifies graduates to earn the AHLEI Certificate of Specialization in Spa Management.
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

Required courses for this program are:
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 Semester Credits Required: 9

**Recommended Course Sequence**

SPA 120 is a co- or prerequisite to SPA 220, SPA 250, and SPA 367; all other courses may be taken in any sequence.

**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.

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

Required courses for this program are:
CAM 100 Principles and 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 Semester Credits Required: 16

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact [achs@achs.edu](mailto:achs@achs.edu) if you need any assistance.)

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.

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

- 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

Required courses for this program are:
CAM 100 Principles and Practices of Integrative Health
NUT 101 Introduction to Nutrition OR NAT 308 Holistic Nutrition
NUT 304 Sports Nutrition
PFT 101 Personal Fitness Training
HLTH 101 Personal and Community Health
NAT 305 Wellness Coaching and Communication Skills Online

Total Semester Credits Required: 16

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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.

This program is an International Iridology Practitioners Association (IIPA) Sanctioned program qualifying graduates for professional membership to IIPA. ACHS is the only accredited College in the U.S. that offers professional
Undergraduate Programs of Study

iridology training.

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

Required courses for this program are:
CAM 100 Principles and 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 Semester Credits Required: 16 credits.

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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.

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

Required courses for this program are:
AROMA 101 Introduction to Aromatherapy
CAM 100 Principles and Practices of Integrative Health
HERB 101 Basics of Herbalism
HLTH 101 Personal and Community Health
NAT 101 Nutrition, Bodycare & Herbalism
NAT 306 Holistic Health Consulting & Business Skills

Total Semester Credits Required: 16

**Recommended Course Sequence**

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

**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. Graduates of this program are also trained in the fundamental principles of 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.
Undergraduate Programs of Study

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

Required courses for this program are:
CAM 100 Principles and Practices of Integrative Health
NAT 302 Holistic Pathophysiology*
NAT 303 Holistic Pathology & Protocols*
NAT 305 Wellness Coaching and Communication Skills
NAT 306 Holistic Health Consulting & Business Skills
NAT 308 Holistic Nutrition

Total Semester Credits Required: 16

*Note: Anatomy and physiology training is recommended prior to taking these courses.

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
Diploma in Aromatherapy Master Aromatherapist, Master Aromatherapist

This advanced-level diploma is an in-depth study of the science and art of aromatherapy. This program:

- Exceeds the curriculum requirements of the NAHA Level Two education standards
- Is the only accredited Alliance of International Aromatherapists’ Advanced Practitioner Level aromatherapy program
- Qualifies graduates to sit the national registration exam with the Aromatherapy Registration Council (http://www.aromatherapycouncil.org) to become a Registered Aromatherapist (RA)

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
- 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

Required courses for this program are:
AROMA 101 Introduction to Aromatherapy
AROMA 203 Aromatherapy I
Undergraduate Programs of Study

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 Semester Credits Required: 27

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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.

This program:

- Meets the education requirements to apply for professional membership with the American Herbalists Guild to achieve the designation Registered Herbalist-RH (AHG). Note that clinical hours are required to establish eligibility. (http://www.americanherbalistsguild.com/becoming-ahg-professional-member)
- Is ideal for medical professionals wishing to increase their knowledge of this exciting field and integrate it into their practice, including Medical Doctors, Psychologists, Pharmacists, Nurses, Veterinarians, Respiratory Therapists, or Social Workers.

Graduates of the Diploma in Herbal Studies Master Herbalist 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
Undergraduate Programs of Study

- 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

Required courses for this program are:
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
NAT 210 Anatomy & Physiology I
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
PHL 201 Think Smarter! Strengthening Reasoning and Writing Skills

Total Semester Credits Required: 39
Undergraduate Programs of Study

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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.

This program:

- Is approved by the National Association of Nutrition Professional (NANP)
- Meets the education requirements for graduates to sit for the Board Exam in Holistic Nutrition certification, offered by the Holistic Nutrition Credentialing Board (http://nanp.org/hncb), entitling successful candidates to use the title, “Board Certified in Holistic Nutrition®”, in accordance with state laws.

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
Undergraduate Programs of Study

CAM into the healthcare system, yet understand the appropriate terminology for use with 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
- Discuss the safe use of aromatherapy, flower essences, herbal medicine, homeopathy, or iridology to support long-term health (based on elective choices)

Core Courses

Required core courses for this program are:
- NAT 101 Nutrition, Bodycare & Herbalism OR HLTH 101 Personal & Community Health OR NUT 101 Introduction to Nutrition
- NAT 308 Holistic Nutrition
- NAT 210 Anatomy & Physiology I
- 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 core credits completed: 27 Credits.

Electives

This Program requires at least nine (9) elective credits, for a total of 36 credits. Students are advised to select a full series for maximum learning advantage, such as AROMA 203, 303, and 304. Electives include:
- AROMA 103 Introduction to Aromatherapy for Spa Managers
- AROMA 103B Introduction to Aromatherapy for Spa Managers Bridge Course
- AROMA 203 Aromatherapy I
- AROMA 303 Aromatherapy II
- AROMA 304 Aromatherapy III
- BIO 111 Introduction to Biology
- CAM 100 Principles and Practices of Integrative Health
- CAM 101 Introduction to Complementary Alternative Medicine
- HERB 201 Herbal Studies
- HERB 302 Herbal Materia Medica I
- HERB 303 Herbal Materia Medica II
- HERB 304 Herbal Materia Medica III
- HLTH 101 Personal & Community Health
Undergraduate Programs of Study

NAT 202 Energetic Modalities I: Flower Essences
NAT 203 Historical Modalities I: Iridology
NAT 204 Energetic Modalities II: Homeopathy
NUT 304 Sports Nutrition
NUT 309 Topics in Holistic Nutrition
PFT 101 Personal Fitness Training
PSY 101 Introduction to Psychology
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 Completed: Minimum of 36 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
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 101 and AROMA 203

AROMA 303 is the first of two Level Three aromatherapy materia medica programs at ACHS. This course begins the essential oil materia medica training.
studied in the two Level Three courses. Materia medica includes the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the oils studied; oils are studied alphabetically.

**AROMA 304 Aromatherapy III, 3 credits**

*Prerequisites: AROMA 101, AROMA 203, and AROMA 303*

AROMA 304 is the second of two Level Three aromatherapy materia medica programs at ACHS. This course continues the essential oil materia medica training with the remaining essential oils studied in ACHS's aromatherapy programs.

**AROMA 305 Aromatherapy Chemistry, 3 credits**

*Prerequisites: AROMA 101 and AROMA 203 or by special permission from the Academic Standards Committee*

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.

**BOT 301 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.
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 and 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: MTH 101 or equivalent**

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: ENG 101**

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**

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: HERB 101, or by special permission from the Academic Standards Committee*

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: HERB 101, HERB 201, or by special permission from the Academic Standards Committee*
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 101, HERB 201, HERB 302, or by special permission from the Academic Standards Committee

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, nervine, antispasmodic, tonic, stimulant, antiseptic, and hepatic herbs.

**HERB 304 Herbal Materia Medica III, 3 credits**

**Prerequisites:** HERB 101, HERB 201, HERB 302, and HERB 303, or by special permission from the Academic Standards Committee

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.

**HIST 201 American History I, 3 credits**

**Prerequisites:** None

This course delivers a broad survey of American history from New World exploration and settlement through the Civil War.

**HLTH 101 Personal & Community Health, 3 credits**

**Prerequisites:** None

HLTH 101 is designed to develop the understanding, attitudes, and practices that contribute to better individual and community health. Starting with topics related to personal health, students will consider issues relating to physical health, psychological health, social health, intellectual health, spiritual health, and environmental health.

Changing behavior to achieve better health will be explored through models of health behavior change. Examination theories and case studies of risk.
communication campaigns and strategies will also be part of this course.

**HLTH 201 Physical Activity & Wellness, 3 credits**

*Prerequisites: None*

HLTH 201 provides students with a strong foundation for more advanced studies in natural health and holistic wellness. Learners will gain a solid understanding of the importance of exercise, nutrition, emotional/mental health, social and interpersonal/intimate relationships, drug/alcohol awareness, physical fitness routines, disease prevention, chronic illness, and other important concepts. This course is designed to help students make physical activity a priority today and continue to do so throughout their lives.

**HLTH 410 Community Health Planning, 3 credits**

*Prerequisites: ENG 101 and HLTH 101*

This course involves a systematic examination of the health status of the population including the common illnesses affecting the general population and how to minimize them through community action. This course also examines the major communicable diseases and non-communicable diseases, as well as food and nutrition, healthcare and the elderly, environmental health, and occupational health and safety. It concludes with a community health planning model with strategies, program design, and target population.

**HLTH 416 Public Health Education, 3 credits**

*Prerequisites: ENG 101 and HLTH 101*

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 College Algebra, 3 credits**

*Prerequisites: MTH 101 or equivalent*

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 – 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*

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 210 and 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: NAT 101, NAT 210, NAT 211, and NAT 212; some formal anatomy and physiology training or experience; or by special permission from the Academic Standards Committee**

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: NAT 101, NAT 210, NAT 211, and NAT 212; some formal anatomy and physiology training or experience; or by special permission from the Academic Standards Committee**

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 and 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: This capstone course is designed to be the last course in all undergraduate programs*

Many people have a gap in their training when it comes to establishing a business, complying with local regulations, marketing to new clients, and meeting the needs of current clients to ensure return business and referrals. This 3-credit, online program provides the foundation for using your training to establish a professional holistic health business.

**NAT 307 Healthcare Terminology, 3 credits**

*Prerequisites: NAT 210, NAT 211, and NAT 212*

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.

**NAT 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. NAT 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, NAT 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 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: NUT 210**

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 210, 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: NUT 210, NUT 301, NUT 302**

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: NUT 101 or NAT 308, or by special permission from the Academic Standards Committee**

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 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 and Healthy Cooking, 3 credits

**Prerequisites: NUT 301, NUT 302**

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 Dietetics Profession and Practice, 3 credits

**Prerequisites: NUT 301, NUT 302**

This course provides detailed descriptions of a broad spectrum of career choices as well as information on specific practice areas in which today’s dietitians 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 dietitians and other food and nutrition professionals.
NUT 401 Nutrition and Dietary Supplements, 3 credits

Prerequisites: NUT 301, NUT 302

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 and Communication Skills, 3 credits

Prerequisites: NUT 301, NUT 302, PSY 303

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: NUT 301, NUT 302, or by special permission from the Academic Standards Committee

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-trainer/personal-trainer-exam12.

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

12 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.
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: PSY 101*

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 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: ENG 101, ENG 201*

Students will learn quantitative and qualitative research methodologies, how to write a research proposal, and how to prepare a research report. Students will then design their own project, present a research proposal, and write a research report. Students will study the methods for doing literature reviews and then use what they have learned to write and present a meta-analysis. Students will be able to demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidenced-based decisions.

**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**
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**

**Co- or Prerequisites: SPA 120**

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**

**Co- or Prerequisites: SPA 120**

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**

**Co- or Prerequisites: SPA 120**

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 at ACHS

The mission of ACHS’s graduate degree programs is 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.

Graduate courses are three semester credits and require at least nine hours of study per week\(^\text{13}\). Courses are offered in 15-week semesters with selected accelerated courses completed in 7.5 weeks.

Note: Graduation from an ACHS MS degree program or Graduate Certificate does not confer a license to practice medicine. ACHS graduates serve as holistic health consultants and do not claim to treat, diagnose, cure, or prescribe.

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

\(^{13}\) This equates to the Carnegie Unit requirement of “one credit is equivalent to 45 hours of student work.” Thus, a three (3)-credit course incorporates approximately 135 hours of student work.
Graduate Programs of Study

throughout the year in all three semesters (Fall, Spring, and Summer). 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.

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.

The use of aromatherapy as a viable integrative holistic health modality in hospitals and in many aspects of the wellness industry has shown a progressive upward trend for several years. Non-profit organizations, such as Planetree Hospitals Inc. (a group of U.S. hospitals), are aware that the way a patient feels has an enormous impact on the speed and success of recovery. Planetree hospitals have adopted the holistic patient care model, which integrates complimentary therapies with conventional medical treatment on mental, emotional, spiritual, social, and physical levels, and aromatherapy is a large part of this model.

Consumer use of CAM, which includes aromatherapy, also continues to increase, fueled by a number of factors, including increasing access to new research that shows the therapeutic value of aromatherapy, dissatisfaction with allopathic models (particularly for chronic health problems), and an aging population.

This growing awareness and adoption by major hospitals of aromatherapy and other related holistic health modalities in innovative patient-centered care models is positively influencing the development of new opportunities in the healthcare and health and wellness-related industries. Professionals with knowledge and training in modalities such as aromatherapy provide coaching, support, encouragement, and education to help people live healthier lives and prevent illness or injury.

The MS in Aromatherapy degree meets the education requirements for eligibility to sit the Aromatherapy Registration Council Registered Aromatherapist (RA)

14 [http://www.texashealth.org/aromatherapy](http://www.texashealth.org/aromatherapy)
national exam\(^1\) and to enter the health and wellness industry as a(n):

- Aromatherapist, Aromatherapy Consultant, or Aromatologist
- Clinical Aromatherapist
- Aromatherapy Coach
- Aromatherapy Product Formulator and Manufacturer
- Healthcare Industry Assistant—Day Spa, Holistic Retreat, Spa Facility
- Aromatherapy Retailer
- Aromatherapy Educator, Author, Speaker
- Administrative or support role in any company in the healthcare industry
- Customer Service role within the healthcare industry
- Sales Associate role within the healthcare industry
- Aromatherapy Product Formulator and Manufacturer
- Lifestyle Coach or Consultant
- Perfumer
- Massage Therapist specializing in Aromatherapy
- Esthetician specializing in Aromatherapy
- Medical Assistant, Administrator, Receptionist, or other support role in a licensed naturopathic clinic

The Master of Science in Aromatherapy degree is also designed for:

- Medical professionals wishing to increase their knowledge of this effective and growing field and integrate it into a new or existing practice, including licensed health professionals such as Medical Doctors, Psychologists, Pharmacists, Naturopaths, Nurses, Veterinarians, Respiratory Therapists, Nurse Practitioners, Physician Assistants, Massage Therapists, Dietary Therapists, Occupational Therapists, Physician Therapists, Clinical Psychologists and Social Workers
- Consumers looking to integrate aromatherapy and wellness principles into their life for personal health and well-being

Specifically, 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

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\(^1\) The Aromatherapy Registration Council (ARC) was formed to promote the advancement of aromatherapy research and safe practice and provides a national and international examination, which results in the prestigious achievement of the Registered Aromatherapist (RA) designation. Candidates can view exam requirements and apply to sit the exam online at http://aromatherapycouncil.org/.
Graduate Programs of Study

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)

The required courses for this program are:
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
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 Completed: 36 semester credits

**Recommended Course Sequence**

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS's academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

**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.

The challenge to the industry will be to integrate CAM to most benefit the consumer, focusing on the complementary rather than the alternative nature of the wide variety of modalities available and leading the way forward to a wellness-based concept of healthcare.

Those who would play a part in leading the industry to successful integration must be able to facilitate change in a holistic and encompassing manner in the context of rapid change in the healthcare industry.

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. Execution of the ACHS mission statement is built on the following foundations:

- A curriculum based on the philosophy of integration of CAM
- Development of diverse perspectives on wellness to encourage creative problem solving
- Assessment and development of critical analysis and reasoning, communication skills, and quantitative skills, including comprehending and analyzing scientific texts, interpreting research using the scientific method, expressing quantitative ideas and facts effectively in writing and orally, and accessing and make effective use of quantitative information

A commitment to contributing value to the industry through a researched and scholarly approach to CAM provides the theme that connects all courses and topics in the core curriculum. The theme explores: managing information effectively in a complex, diverse, and interdependent industry; maximizing the innovative use of information and research and setting the groundwork for advancement in both; and stimulating professionalism, integrity, and social responsibility.

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.

Teaching methodology includes basic analysis of the available data (and objective testing of the same), case taking, simulation/role playing, student research, and the student-designed Masters Capstone Project. Researching topics involves finding, selecting, critically analyzing, interpreting, and organizing data that supports the student’s ideas for their assessments.

The flexibility of the teaching environment at ACHS encourages students to apply
innovative techniques and a variety of communications skills to their learning experience.

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
- 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.

**Core Classes**

Required core courses for this program are:
RES 501 Assessment and Integration of Research
CAP 501 Masters Capstone Project

Total Credits in Core: 6 credits

**Electives**

Select at least 30 credits of elective study. Elective courses allow each student to tailor his or her degree to his or her particular needs and interests. Note that most electives are only offered once every year or every two years.
AROMA 501 Aromatherapy Science
BOT 501 Botany & Plant Identification for the Holistic Practitioner
CHEM 501 General, Organic & Biochemistry
CHEM 502 Principles of Pharmacognosy & Phytochemistry
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HERB 502 Advanced Herbal Materia Medica I
HERB 503 Advanced Herbal Materia Medica II
HERB 504 Advanced Herbal Materia Medica III
HOM 501 Homeopathy
NAT 501 Anatomy & Physiology I
NAT 502 Anatomy & Physiology II
NAT 503 Integrative Pathophysiology
NAT 504 Complementary and Alternative (CAM) Pathology & Protocols
NUT 501 Advanced Applied Holistic Nutrition
NUT 504 Advanced Sports Nutrition
NUT 509 Graduate Topics in Holistic Nutrition
NUT 510 Nutrition and Dietary Supplements
TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements

Total Credits in Electives: 30 credits
Total Credits Completed: 36 semester credits

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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. It specifically meets the goal of the National Prevention Strategy (NPS) to “maintain a skilled, cross-trained, and diverse prevention workforce” and explicitly integrates many of the goals of the NPS across the program.

The United States healthcare system has shifted its emphasis to prevention in an effort to reduce healthcare costs and service a society that is both growing and living longer. With the passing of the Affordable Care Act (ACA) in late 2010 by the U.S. Government there is even more focus on prevention and wellness. The National Prevention Strategy (NPS) was released June 16, 2011 as part of the ACA. The NPS launched a comprehensive plan that will help increase the number of Americans who are healthy at every stage of life.

Nutrition and healthy eating are one of the seven primary priorities outlined in the
detailed NPS strategy, which also include tobacco-free living, preventing drug abuse and excessive alcohol use, active living, injury and violence free living, reproductive and sexual health, and mental and emotional well-being.16

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.

The MS in Health and Wellness program offers students a broad range of elective choices, designed to allow each student to specialize in areas where he or she are seeking more knowledge and training. There is an emphasis on integrating health and wellness research and coaching skills to prepare graduates for a role in directing wellness programs, coaching in an individual or group setting, or for personal goals. The program culminates in a Masters Capstone Project, which, if approved, may be conducted at the student’s organization or company. For example, this could include creating a wellness program at student’s organization or company.

The Master of Science in Health and Wellness degree prepares graduates to enter the health and wellness industry as a:

- Health and Wellness Consultant, Educator, Writer, or Speaker
- Health and Wellness Consultant within Community Health Organizations, Government, Residential Care Facilities, Schools, Prisons, Community Wellness Programs, Retirement Villages, Old Age Homes, Frail Care Centers, Nursing Homes and Home Healthcare Agencies
- Health and Wellness Practitioner
- Health and Wellness Educator, Writer, or Speaker
- Health and Wellness Coach
- Wellness Coach
- Lifestyle Coach or Consultant
- Healthcare Industry Assistant—Day Spa, Holistic Retreat, Spa Facility
- Administrative or support role in any company in the healthcare industry such as medical center, fitness or wellness center, private practice yoga studio, natural food store, restaurant, or educational facility
- Customer Service role within the healthcare industry
- Sales Associate role within the healthcare industry
- Medical Assistant, Administrator, Receptionist, or other support role in a licensed naturopathic clinic or other healthcare setting

Graduate Programs of Study

The Master of Science in Health and Wellness degree is also designed for:

- Medical professionals wishing to increase their knowledge of health and wellness to augment a new or existing practice, including Medical Doctors, Psychologists, Pharmacists, Naturopaths, Nurses, Veterinarians, Respiratory Therapists, Mental Health Counselors or Social Workers
- Consumers looking to integrate holistic health and wellness principles into their life for personal health and well-being

Courses focus on:

- A curriculum based on the philosophy of integrating health and wellness coaching and protocols into any setting, including individual, group, corporate, or educational settings
- Developing diverse perspectives on wellness to encourage creative problem solving with the use of holistic prevention and wellness protocols
- Developing critical analysis and reasoning, communication skills, and quantitative skills, including comprehending and analyzing scientific texts, interpreting research using the scientific method, expressing quantitative ideas and facts effectively in writing and orally, and accessing and make effective use of quantitative information available in the field of health and wellness

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
Graduate Programs of Study

- 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
- 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

Core Classes

Required core courses for this program are:
- RES 501 Assessment and Integration of Research
- HED 503 Stress Management and Emotional Health
- NAT 501 Anatomy & Physiology I
Graduate Programs of Study

NAT 502 Anatomy & Physiology II
NAT 503 Integrative Pathophysiology
NAT 504 Complementary and Alternative (CAM) Pathology & Protocols
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits in Core: 24 credits

Electives

Select at least twelve (12) credits of elective study. Elective courses allow each student to tailor his or her degree to his or her particular needs and interests. Students will take one core course with one modality course each semester and may choose from the following elective courses:
AROMA 501 Aromatherapy Science
AROMA 503 Aromatherapy I
AROMA 504 Aromatherapy II
AROMA 505 Aromatherapy III
AROMA 507 Aromatherapy Chemistry
BOT 501 Botany & Plant Identification for the Holistic Practitioner
CHEM 501 General, Organic & Biochemistry
CHEM 502 Principles of Pharmacognosy & Phytochemistry
HERB 502 Advanced Herbal Materia Medica I
HERB 503 Advanced Herbal Materia Medica II
HERB 504 Advanced Herbal Materia Medica III
HOM 501 Homeopathy
NUT 501 Advanced Applied Holistic Nutrition
NUT 504 Advanced Sports Nutrition
NUT 509 Graduate Topics in Holistic Nutrition
NUT 510 Nutrition & Dietary Supplements
TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements

Total Credits in Electives: 12 credits
Total Credits Completed: 36 semester credits

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents.)

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.

The Master of Science in Herbal Medicine degree prepares graduates to enter the herbal medicine industry as a:

- Clinical Herbalist
- Registered Herbalist American Herbalist Guild (AHG)\(^\text{17}\)
- Master Herbalist
- Herbal Educator
- Herbal Consultant
- Herbal Retailer
- Lifestyle Coach or Consultant
- Herbal Writer
- Herbal Writer
- Herbal Products Manufacturer
- Herbal Products Formulator
- Administrative or support role in any company in the healthcare industry
- Customer Service role within the healthcare industry
- Sales Associate role within the healthcare industry
- Massage Therapist specializing in herbal protocols
- Esthetician specializing in herbal protocols
- Medical Assistant, Administrator, Receptionist, or other support role in a licensed naturopathic clinic

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'

\(^{17}\) Registered Herbalist designation requires professional membership in AHG. Meets the education requirements to apply for professional membership with the American Herbalists Guild to achieve the designation Registered Herbalist-RH (AHG). Note that clinical hours are required to establish eligibility. (http://www.americanherbalistsguild.com/becoming-ahg-professional-member)
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
Graduate Programs of Study

- 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 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

The required courses for this program are:
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
BOT 501 Botany & Plant Identification for the Holistic Practitioner
CHEM 502 Principles Pharmacognosy & Phytochemistry
TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Completed: 36 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS's academic planner and view the recommended course sequence
for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

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 lifestyle planning for optimal health.

Graduates may seek Board Certification in Holistic Nutrition through the Holistic Nutrition Credentialing Board\(^\text{18}\) (HNCB) and are qualified to join the National Association of Nutrition Professionals (NANP). Designations you may use with this Board Certification include Certified Nutritionist (CN), Nutrition Consultant (NC), Nutrition Educator (NE), or Registered Holistic Nutritionist (RHN) in accordance with applicable state laws.

Graduates are also eligible for the Certified Nutrition Professional (CNP) credential through the NANP and HNCB. Learn more about eligibility requirements at https://nanp.memberclicks.net/two-credentials-to-choose-from\(^\text{19}\).

Career Goals

- Holistic Nutrition Consultant, Educator, Writer, or Speaker
- Holistic Nutrition Consultant within Community Health Organizations, Government, Residential Care Facilities, Schools, Prisons, Community Wellness programs, Retirement Villages, Old Age Homes, Frail Care

\(^\text{18}\) Board Certification in Holistic Nutrition through the Holistic Nutrition Credentialing Board may require clinical hours based on date of graduation as well as other requirements. Learn more at http://nanp.org/hncb/exam-eligibility-requirements.

\(^\text{19}\) Eligibility requirements apply including supervised practice hours depending on date of graduation. Learn more at https://nanp.memberclicks.net/two-credentials-to-choose-from.
Graduate Programs of Study

Centers, Nursing Homes and Home Healthcare Agencies

- Holistic Health Practitioner
- Holistic Health Educator\(^{20}\), Writer, or Speaker
- Health or Holistic Nutrition Coach
- Wellness Coach
- Lifestyle Coach or Consultant
- Healthcare Industry Assistant—Day Spa, Holistic Retreat, Spa Facility
- Administrative or support role in any company in the healthcare industry such as medical center, fitness or wellness center, private practice yoga studio, natural food store, restaurant or educational facility
- Customer Service role within the healthcare industry
- Sales Associate role within the healthcare industry
- Medical Assistant, Administrator, Receptionist, or other support role in a licensed naturopathic clinic

The Master of Science in Holistic Nutrition degree is also designed for:

- Medical professionals wishing to increase their knowledge of holistic nutrition to augment a new or existing practice, including Medical Doctors, Psychologists, Pharmacists, Naturopaths, Nurses, Veterinarians, Respiratory Therapists, Mental Health Counselors, or Social Workers
- Consumers looking to integrate holistic nutrition and wellness principles into their life for personal health and well-being

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

\(^{20}\) This degree does not satisfy the requirements to become a CHES Health Educator.
• 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

The required courses for this program are:
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 & Dietary Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Completed: 36 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
Graduate Programs of Study

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 (as long as such courses were not previously completed for another degree program).

Admission

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

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 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.

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

Required courses for this program are:
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 completed: 15 semester credits

**Recommended Course Sequence**

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)

**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.
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
- 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

Required courses for this program are:
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 completed: 15 semester credits

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
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.

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 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

Required courses for this program are:
RES 501 Assessment and Integration of Research
CHEM 502 Principles of Pharmacognosy and Phytochemistry
TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements
BOT 501 Botany and Plant Identification for the Holistic Practitioner

Total credits completed: 12 semester credits

**Recommended Course Sequence**

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you
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 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

Required courses for this program are:
RES 501 Assessment and Integration of Research
NAT 503 Integrative Pathophysiology*
NAT 504 CAM Pathology and Protocols*
Select any TWO 500-level graduate courses to satisfy the remaining 6 credits and specialize the training in this program

Total credits completed: 15 semester credits

*Note: These courses have prerequisites. Admission without completion of prerequisites requires special permission from the ASC.

Recommended Course Sequence

Please visit http://files.achs.edu/resource/academic_planning_template.xlsx to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact achs@achs.edu if you need any assistance.)
Graduate Programs of Study

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.

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, 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

Required courses for this program are:
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
TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements

Total credits completed: 15 semester credits

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact [achs@achs.edu](mailto:achs@achs.edu) if you need any assistance.)
Graduate Program of Study

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.

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
- 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

Required courses for this program are:
RES 501 Assessment and Integration of Research
NUT 501 Advanced Applied Holistic Nutrition
NUT 509 Graduate Topics in Holistic Nutrition
NUT 510 Nutrition & Dietary Supplements

Total credits completed: 12 semester credits

Recommended Course Sequence

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS’s academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact [achs@achs.edu](mailto:achs@achs.edu) if you need any assistance.)

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.
With the passing of the Affordable Care Act (ACA) in late 2010 and the National Prevention Strategy (NPS) in June 16, 2011 there is now a comprehensive plan in place at a federal level that will help increase the number of Americans who are healthy at every stage of life. With this U.S. Government focus on prevention and wellness, coupled with the need to reduce healthcare costs and an aging population, new opportunities are being created in the healthcare and health and wellness-related industries. American College of Healthcare Sciences’ Graduate Certificate in Wellness Coaching will prepare graduates to meet the demand for well-trained professionals within the health and wellness-related industries specifically Wellness Coaching. Even Harvard Medical School21 now underwrites an annual conference on coaching’s role in healthcare with a focus on professional health and wellness coach services in anticipation of this demand.

Health and Wellness Coaching has become one of the fastest growing areas of healthcare. Health and wellness professionals play an integral role in the health and wellness industry, with growing demand for health educators and wellness coaches. In this program, you will explore various approaches to the core competencies of wellness coaching and study the concepts, values, and applications of this exciting new field of health science.

Graduates of the Graduate Certificate in Wellness Coaching will be able to:

- 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,

21 www.harvardcoaching.org
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

Required courses for this program are:
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

Total credits completed: 15 semester credits

*Note: These courses require previous study in anatomy and physiology or completion of NAT 501 and NAT 502 for admission.

**Recommended Course Sequence**

Please visit [http://files.achs.edu/resource/academic_planning_template.xlsx](http://files.achs.edu/resource/academic_planning_template.xlsx) to download ACHS's academic planner and view the recommended course sequence for this program based on your rate of pursuit. (Note: Use of this planner requires the ability to use Microsoft Excel documents. Please contact [achs@achs.edu](mailto:achs@achs.edu) if you need any assistance.)
Graduate Programs of Study

Graduate Course Descriptions

In alphanumeric order:

**AROMA 501 Aromatherapy Science, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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: RES 501 and AROMA 501*

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: RES 501, AROMA 501, and AROMA 503*

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:** RES 501, AROMA 501, AROMA 503, and AROMA 504

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:** RES 501, AROMA 501, AROMA 503, AROMA 504, and AROMA 505, or by special permission of the ACHS Academic Standards Committee

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.

BOT 501 Botany and Plant Identification for the Holistic Practitioner, 3 credits

**Prerequisites:** RES 501 or by special permission from the Academic Standards Committee

BOT 501 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.
Graduate Programs of Study

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: RES 501 or by special permission from the Academic Standards Committee*

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.

CHEM 502 Principles of Pharmacognosy and Phytochemistry, 3 credits

*Prerequisites: RES 501 and CHEM 501, or by special permission from the Academic Standards Committee – Note: MS in Herbal Medicine students are exempt from the CHEM 501 prerequisite*

Graduates CHEM 502 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.

**HED 503 Stress Management and Emotional Health, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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: RES 501 or by special permission from the Academic Standards Committee*

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, digestives, anti-inflammatories, 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: RES 501 and HERB 502, or by special permission from the Academic Standards Committee**

HERB 503 continues the study of herbal materia medica with diaphoretic, emmenagogue, expectorant, nerve, 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, nerve, antispasmodic, tonic, stimulant, antiseptic, stomachic, and hepatic herbs.

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: RES 501, HERB 502, and HERB 503, or by special permission from the Academic Standards Committee**

HERB 504 Advanced Herbal Materia Medica III completes students’ herbal materia medica study with an in-depth review of tonic, adaptogenic, 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.

**HOM 501 Homeopathy, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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 501 Anatomy and Physiology, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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: RES 501 and NAT 501, or by special permission from the Academic Standards Committee

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: RES 501, NAT 501, and NAT 502 (or equivalent formal anatomy and physiology training or experience), or by special permission from the Academic Standards Committee

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: Res 501, Nat 501, Nat 502, Nat 503 (or equivalent formal anatomy and physiology training or experience), or by special permission from the Academic Standards Committee

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 and Communication Skills, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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: RES 501 or by special permission from the Academic Standards Committee*

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 504 Advanced Sports Nutrition, 3 credits**

*Prerequisites: RES 501 or by special permission from the Academic Standards Committee*

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 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: RES 501 or by special permission from the Academic Standards Committee*

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: RES 501 or by special permission from the Academic Standards Committee – 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).

**TOX 501 Toxicology and Safety in Botanical Medicine & Herbal Supplements, 3 credits**

*Prerequisites: RES 501 and CHEM 501 OR CHEM 502, or by special permission from the Academic Standards Committee*

Graduates of TOX 501 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.
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 source

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
College Policies

Questions?

For more information on the ACHS Academic Honesty Policy, contact the academic dean at academicdean@achs.edu.

Access Policy

ACHS is committed to providing accessible programs to all students and makes reasonable accommodations for students with disabilities based on Americans with Disabilities Act (ADA) requirements. ACHS’s Center for Excellence in Teaching, Technology, and Assessment (CETTA), advisors, faculty, and program advisory councils collaborate to accommodate students who may need additional assistance under the provisions of Section 508 and ADA regulations.

Please visit https://www.achs.edu/access-policy for more information regarding requesting accommodations for studying at ACHS.

Attendance

On-campus courses: Students are required to attend at least 80% of the course to graduate. If students miss more than 20% of instruction time without explanation, they will be placed on Academic Probation.

Online courses: Students are required to complete 80% of the required assessment and pass the final exam before the final class end date. Students must receive at least 70% on the final exam and a 70% minimum average over all other assessments to be considered to have achieved the learning outcomes for the course.

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. Students who fail to participate in course activities through the end of the semester and do not request to withdraw or apply for an incomplete grade will receive a “U” grade on their transcript and financial aid awards will be recalculated.

Tardiness

On-campus courses: The professor keeps attendance. Students are considered tardy if they enter the class after the professor takes attendance. After 30 minutes, it is considered an absence. If students leave class 30 minutes early, it is considered an absence. If students are tardy more than three times, it is considered an absence. If students are chronically late or absent more than 20% of the course, they will be placed on Academic Probation.
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.

Make-up Work

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.

Online Courses: Students are required to complete at least 80% of required assessments and final examination(s), paper(s), and other final assessment(s) as defined in the course syllabus. Students are strongly advised to complete all assessments. Students can view due dates for each module via the Assignments Summary in the syllabus within each online classroom.

Students are required to notify their professor and/or student services advisor if they will not be able to meet any deadline.

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.

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
College Policies

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.


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 proceedings as described in the ACHS Code of Conduct policy, up to and including legal action.

Pursuant to the Higher Education Opportunity Act (HEOA) Section 485(a) (20 U.S.C. 1092(a)) (l), students are hereby notified that "unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities."

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 – 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
College Policies

- 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.

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 pursuing 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.

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](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 will be kept for at least 25 years from the date of termination of enrollment.

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 http://tinyurl.com/authorized-agent if they wish to nominate an agent that will have full access to their student account and information.

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
- 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

For more information about FERPA, including what constitutes directory information, go to http://www.ed.gov/policy/gen/guid/fpco/index.html.
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)
- 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](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
College Policies

- 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
- 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:
College Policies

• 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 forum posts, please contact updates@achs.edu to voice complaints or ideas for improvement for the course or College. ACHS values student comments and feedback and would love to hear from you.

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:

[Continue with the rest of the text as provided in the image.]
College Policies

- **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 faculty with professional experience.
- Receive on-going support from faculty and student services.
- Study with like-minded peers in a dynamic and lively online learning environment.
- Join your class from any computer, 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!