“Learn well. Live well.”

Welcome to the January 2012 Semester!

If you are returning to ACHS to continue your program, getting you one step further to your holistic health career goals, welcome back. If you are new to ACHS, congratulations again on being accepted into ACHS.

Our reputation extends over 35 years and is founded on providing excellence in accredited, holistic health distance education. Freedom to learn when and where you want, and to really engage in what you learn are some of the highlights ahead of you.

Our motto is “Learn well. Live well.” One of my hopes for you during your time here at ACHS is not only to become a successful and outstanding graduate, and to passionately carry the holistic banner out into the global community, but also to find tools and inspiration to improve your own health and well-being.

You will already have talked with a number of ACHS staff during your registration process. Come Monday, you will meet your real-world experienced, expert professor. Know that all of us are deeply committed to your success, and we need you to do your part as well!

I am hoping by now you have joined MyACHS Connect and have also completed your ACHS Student Orientation online. If not, do that now. Make sure you jump into class early and make those introductions—don't be shy if this is your first online class.

If you have any issues at all, your first point of contact is the ACHS FAQ Knowledgebase (http://faq.achs.edu), with 24/7 access to information about commonly asked questions. If you would prefer a real person or can’t find your answer in the FAQ, call us here from 8:30 a.m.- 5:30 p.m., PST. We would love to chat with you. Joel Strimling, ACHS Dean of Freshman Students, is a great help with all things technical, but you can ask for the help you need and you will be directed to the right place.

Don't forget to make full use of all the tools offered to you. Download the ACHS Program Catalog from your classroom and keep it for review. The Program Catalog outlines important policies and procedures you need to be familiar with.

Check out the Teleconference archive also in your classroom under Course Home—a source of expert advice to guide and inspire you to success.
And if you love reading online or on your iPhone, Kindle or iPad, you can download your ACHS e-textbook* there as well. You can enlarge the text, flick through it, search within it, and carry it with you! If you are in the military and deployed, you can even download your course e-textbook to a zip drive and access it that way across multiple computers.

But, if you are more of a hardcopy book lover, you can request the printed ACHS e-textbook anytime throughout your course or even when you have graduated—it is never too late. Also if you want to start your supportive research library, I hope you have had a chance to check out the recommended reading that supports your class. It is heavily discounted and available on the Apothecary Shoppe College Store website (www.apothecary-shoppe.com).

The same goes for all ACHS study kits – if you are a DIY learner, these kits have been created just for you. I have personally selected all the recommended reading texts and course study kit materials. If you find for any reason they don't provide you with an enhanced learning experience, let me know!

Last but not least, don’t forget to follow ACHS and connect with your classmates in as many places as you can, including: MyACHS Connect (you should have received an invitation), Twitter (ACHSedu), Facebook (find me and “like” me, and we can chat there as well!), ACHS blog (achsnews.blogspot.com), and ACHStv YouTube channel.

I know I said that was the last, but I do have one more thing to ask of you: When you complete your first module, please take the time to answer the survey questions. You will find the survey right there in your classroom at the end of Module One. Your survey comments help us see what we are doing right and where we could improve—we listen to you, so speak up!

You are about to embark or continue on the lifelong journey you have chosen, which shows outstanding commitment to the holistic health profession, to your community, and to your ongoing education.

Again, congratulations and welcome. Read on for a summary of important points from the Program Catalog.

Dorene Petersen

Dorene Petersen, President

* Not all courses have this feature.
About ACHS

ACHS was originally founded in 1976 as the extramural or distance education department of an on-campus naturopathic college in Auckland, New Zealand. Dorene Petersen, a graduate of the South Pacific College of Natural Therapeutics, Inc., was assigned head of the new department. In 1978, ACHS split off into a stand-alone institution to better meet the needs and goals of distance education students. Dorene Petersen became the head of the new institution.

Since its inception in 1978, ACHS has remained an industry leader, well respected worldwide for its distance education holistic health programs. The U.S. office opened in 1991 and is now owned and operated independently from the New Zealand school and has expanded exponentially since its inception. In 1998, ACHS achieved state licensing with the Oregon Department of Education, becoming the first state-licensed holistic medicine college in the U.S. offering online programs.

In February of 2003, the American College of Healthcare Sciences [formerly Australasian College of Health Science] opened the doors of its new campus in Portland, Oregon. Portland, Oregon, campus features a botanical teaching garden, the Apothecary Shoppe College Store, and more than 4,500 square feet of custom-designed and accessible classroom and administrative offices.

In 2003, ACHS achieved national accreditation with the Distance Education and Training Council after a rigorous two-year review process. Also in 2003, the College changed its name from the Australasian College of Herbal Studies to the Australasian College of Health Sciences to reflect the expanded curricula of holistic medicine education programs available at ACHS.

In December 2007, ACHS became approved to offer a Master of Science in Complementary Alternative Medicine followed by approval in March 2008 to offer an Associate of Applied Science in Complementary Alternative Medicine. ACHS offers the first and only accredited programs in aromatherapy and many other holistic medicine modalities. In 2009 the College launched seven new career-oriented certificate programs, six new graduate-level certificate programs, and celebrated its 20th year of operations in the U.S. Also in 2009, ACHS changed its name from the Australasian College of Health Sciences to the American College of Healthcare Sciences to better reflect the College’s geographical location and future plans.

On April 25, 2011, the Alliance of International Aromatherapists (AlA) approved the Certificate in Aromatherapy program as a Level II Aromatherapy training program. The Diploma in Aromatherapy and the AAS with Aromatherapy specialization were also approved as Level III Aromatherapy training programs.
In 2011, ACHS continues to evolve to offer the greatest learning opportunities 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 Johns 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 five minutes drive from downtown Portland. The campus lies two blocks from the Willamette, in a blended retail, residential, and commercial neighborhood. There are many restaurants and stores within a short walk of the College.

We welcome graduates, students, prospective students and our visitors anytime during regular business hours. We’d be more than happy to show you around—even take you for a walk down to the river!

Directions to our Portland campus

From Interstate 5 (I-5) South, take exit 298, which is Corbett Avenue. Take a right off the exit and stay on Corbett until you reach Pendleton. Take a left (East) on Pendleton. Go two blocks, and then take a right (South) onto Hood Avenue.

The College is in the middle of the block on the east side of Hood Avenue. Our address is 5940 SW Hood Avenue. Our phone number is 503-244-0726.

From I-5 North, take exit 299A. The sign will say to Johns Landing and Lake Oswego. The exit puts you on Macadam Avenue. Stay on Macadam until you reach Pendleton. Turn right (West) on Pendleton. Go two blocks, then take a left (South) on Hood Avenue.

Emails

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

Office of the President: Dorene Petersen, dorenepetersen@achs.edu
Chief Institutional Officer: Erika Yigzaw, erikayigzaw@achs.edu
Marketing & Advertising: Kate Harmon, kateharmon@achs.edu
Operations: Tracey Miller traceymiller@achs.edu
Office of Admissions: Tracey Miller, traceymiller@achs.edu
Office of the Registrar: Dorene Petersen, dorenepetersen@achs.edu
Office of Student Affairs: Heather Baley, heatherbaley@achs.edu; Joel Strimling, joelstrimling@achs.edu
Business Office: Suzanne Kent suzannekent@achs.edu or businessoffice@achs.edu

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 feel free to telephone us during College hours instead.
• 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 your 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, please call us at (800) 487-8839. We will never ignore your emails. If a question will take longer to research, we will reply to let you know.
• Your emails are saved in your student records.
• Please follow standard Netiquette guidelines when writing emails. There are detailed guidelines online in the virtual library.

Please use the following addresses to ensure that you receive the fastest possible reply:
• For Student Services, including questions about policies, extensions, exam procedure, or other student inquiries: stuserv@achs.edu
• For all account information, graduation questions, course materials, and payment details: registrar@achs.edu. Please do not send your credit card number via email as email is not secure.
• To make a payment, please visit www.achs.edu and use our secure payment server or call the Business Office at (800) 487-8839.
• For all other administrative questions: achs@achs.edu
• For questions about your studies or assessments, please email your instructor directly (see below).
• If you do not know where to send your message: achs@achs.edu

Faculty Email
• President: Dorene Petersen dorenepetersen@achs.edu
• Chief Institutional Officer: Erika Yigzaw erikayigzaw@achs.edu

Instructors
• Please visit us online at www.achs.edu and click on About ACHS for a full listing of ACHS instructors including bios and photographs. All instructors at ACHS use the email format of firstnamelastname@achs.edu.

Telephone

All ACHS staff may be reached at (800) 487-8839 (toll free) or (503) 244-0726 (local) during normal business hours of Monday to Friday, 8:30 am to 5:30 pm, PST.
Academic Calendar

The ACHS academic year begins in September.

The College Calendar may be found online at www.achs.edu. ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education. Undergraduate Cohorts start three times per year: Fall (September); Spring (January); and Summer (May). ACHS provides a recommended sequence of courses based on full time, half time, or quarter time studies. See each program for the recommended sequence.

Classes are limited in class size and do fill quickly. Register early to ensure your place in class. Please note that not all ACHS courses are offered for every start date on the academic calendar.

2012

January
January 2: College closed in observance of New Years Day
January 8: End of September 2011 semester
January 16: Spring 2012 semester starts.

February
February 1: Graduation application deadline.
February 1: Registration deadline for Spring 2012 Accelerated classes starting March 19.
February 1: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Spring 2012 Accelerated class registrations received after this date.
February 1: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Spring 2012 Accelerated class registrations modified after this date.

March
March 18: Last day to drop Spring 2012 semester classes with refund eligibility
March 19: Spring 2012 Accelerated semester begins

April
April 1: Registration deadline for Summer 2012 classes starting May 21.
April 1: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Summer 2012 class registrations received after this date.
April 1: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Summer 2012 class registrations modified after this date.
April 22: Last day to drop Spring 2012 Accelerated semester classes with refund eligibility

May
May 6: End of January 2012 semester
May 20: Last day to apply for an Incomplete grade for Spring 2012 semester classes.
May 21: Summer Semester Classes Start. Summer 2012 Cohort starts.
May 27: Last day to apply for an Incomplete grade for Spring 2012 Accelerated semester classes.
May 28: College closed in observance of Memorial Day.

June
June 1: Graduation application deadline.
June 1: Registration deadline for Summer 2012 Accelerated classes starting July 16.
June 1: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Summer 2012 Accelerated class registrations received after this date.
June 1: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Summer 2012 Accelerated class registrations modified after this date.
June 10: Contract end date for Spring 2012 Accelerated semester classes (time to complete semester expires)
June 15: Registration deadline for Summer Classes starting July 16. Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Summer registrations modified after this date.

July
July 1: Contract end date for Spring 2012 semester (time to complete semester expires)
July 4: College closed
July 15: Registration deadline for Fall 2012 classes starting September 17.
July 15: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Fall 2012 class registrations received after this date.
July 15: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Fall 2012 class registrations modified after this date.
July 16: Accelerated Summer Classes begin
July 22: Last day to drop Summer 2012 semester classes with refund eligibility

August
August 19: Last day to drop Summer 2012 Accelerated semester with refund eligibility

September
September 3: College closed
September 9: End of May 2012 term
September 15: Registration deadline for Fall 2012 Accelerated classes starting
October 15
September 15: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Fall 2012 Accelerated registrations received after this date.
September 15: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Fall 2012 Accelerated registrations modified after this date.
September 17: Fall 2012 classes Start.
September 23: Last day to apply for an Incomplete grade for Summer 2012 & Summer 2012 Accelerated semester classes.

October
October 1: Graduation application deadline.
October 7: Contract end date for Summer 2012 Accelerated semester (time to complete semester expires)
October 15: Fall 2012 Accelerated classes begin

November
November 4: Contract end date for Summer 2012 & Summer 2012 Accelerated semester classes (time to complete semester expires)
November 18: Last day to drop Fall 2012 & Fall 2012 Accelerated semesters with refund eligibility
November 22: College closed in observance of Thanksgiving.

December
December 1: Registration deadline for Spring 2013 classes starting January 21.
December 1: Late registration fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Spring 2013 registrations received after this date.
December 1: Late registration change fee (refer to the Tuition and Fees, Other Fees section in the Program Catalog) applies to Spring 2013 registrations modified after this date.
December 23: Last day to apply for an Incomplete grade for Fall 2012 Accelerated semester classes.
December 25: College closed in observance of Christmas.
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, which can also award credit towards the Associate Degree for students enrolled after 3/28/2008.

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

Students can choose from a range of specialties, including:

- Certificate in Natural Products Manufacturing
- Certificate in Aromatherapy
- Diploma in Aromatherapy
- Certificate in Wellness Consulting
- Certificate in Holistic Nutrition Consulting
- Certificate in Iridology Consulting
- Certificate in Homeopathy Consulting
- Certificate in Dynamic Phytotherapy Consulting
- Diploma in Holistic Health Practice
- Certificate in Herbal Retail Management
- Diploma in Herbal Studies Master Herbalist
- Diploma in Dynamic Phytotherapy

Undergraduate Degree Programs

For qualified applicants, ACHS offers an Associate of Applied Science in Complementary Alternative Medicine (CAM) with a specialization in aromatherapy or herbal medicine.

ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education. Undergraduate Cohorts start three times per year: Fall (September); Spring (January); and Summer (May). ACHS provides a recommended sequence of courses based on full time, half time, or quarter time studies.
The Associate of Applied Science in CAM is a defined terminal professional degree with a defined career path. This program meets the education requirements for a career as a holistic health practitioner as well as an herbalist or aromatherapist, depending on the major chosen. Clinical training may be obtained for these professions through the mentorship and internship opportunities available through the associated professional organizations. Herbalists work with the American Herbalists Guild Mentorship program to obtain at least 400 hours of clinical experience to qualify for professional membership and use the distinction Registered Herbalist, RH (AHG). Aromatherapists obtain clinical training through the internship and mentorship programs available through the networking opportunities provided by the National Association of Holistic Aromatherapy. Aromatherapists also qualify to sit the national exam administered by the Aromatherapy Registration Council to earn the distinction Registered Aromatherapist, RA. These professionals also qualify for practitioner liability insurance. Upon completion of the core requirements, graduates also qualify for professional membership to the National Association of Nutrition Professionals (NANP).

General Education Courses

ACHS general education courses may include English, human communications (including, but not limited to, foreign languages and speech), mathematics, natural sciences, social sciences, and the arts and humanities. Courses that are classified as general education may be included in the core requirements of degree programs as appropriate.

Graduate Certificate Programs

Career changes, evolving industries, 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 health care field. ACHS’s Graduate Certificates are intended for students that possess a Bachelors degree that are seeking advanced knowledge and skills in new fields, but that may not wish to continue on to a full Masters 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 Aromatherapy
- Graduate Certificate in Botanical Safety
- Graduate Certificate in Herbal Medicine
- Graduate Certificate in Nutrition
- Graduate Certificate in Anatomy & Physiology
• Graduate Certificate in Complementary Alternative Medicine

Master’s Degree Programs

For qualified applicants, ACHS offers a Master of Science in Complementary Alternative Medicine (CAM) degree program. ACHS blends the support and learning advantage of a traditional semester schedule with the flexibility of online education. Graduate cohorts generally start twice per year: Fall (September) and Spring (January). ACHS provides a recommended sequence of courses based on full time, half time, or quarter time studies.

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.
College Policies

ACHS College Policies Summary (in alphabetical order)

Academic Honesty

Advancement of knowledge depends upon each student and instructor following the principles of academic honesty, respecting the integrity of each other's work, and acknowledging and safeguarding intellectual property. Academic honesty and integrity is key to honest communication, which is essential for learning. All students, instructors, and graduates of ACHS must abide by the Academic Honesty Policy. Failure to do so is grounds for disciplinary action, up to and including dismissal from the College.

ACHS expects students to be completely honest. Each student must complete his or her own assignments and examinations and be evaluated based on the merit of his or her own coursework. ACHS students shall not engage in any activity as outlined in this Academic Honesty Policy including but not limited to plagiarism, fabrication or falsification, cheating, or other academic misconduct.

Academic Dishonesty

Why Are We Concerned About Cheating?

ACHS's online classes use advanced technology with the intent to prevent, discourage and identify cheating, including using digital photographs, digital fingerprints, keystroke dynamics, remote proctor observation, web cams, personality quizzes, randomized test question selection, and IP address tracking.

As a holistic health professional, our graduates may have access to private and privileged information. The ACHS academic honesty policy is designed to educate our students about academic honesty and explain why it is an important keystone of quality education.

The person most hurt by cheating is the student. Higher education is an experience, and by cheating a student robs him or herself of that experience. In addition, we have a responsibility to the public to ensure that our graduates can meet the outcomes set out for each course and program.

Accordingly, here at ACHS we offer many services for students who need additional help, including instructors and your Student Services team. One of the
reasons we offer this support is so that students who need help can obtain it, and not be tempted to cheat. We also design our courses to discourage cheating, using a range of assessments that are designed to engage and encourage adult learners across a wide range of learning styles.

Cheating can occur in several ways. To clarify, to avoid breaching the Academic Honesty Policy:

• Each student must complete his or her own work, including all writing, discussions, and exams. No one else can complete work for an ACHS student.

• If a test is closed book, a student cannot refer to any materials when completing that test. This includes books, personal notes, and computer resources. A student completing a closed book test or exam uses only his or her memory to complete the test. Please note that select courses require a proctor.

• If a test is open book, a student can refer to his or her own notes, assigned textbooks, or course materials.

• Students may not share the test questions before or after taking a test or exam. You must not copy the test questions or store them on your computer.

What is Plagiarism?

Plagiarism can be defined as:

The act of appropriating the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one’s own creation. Plagiarism is theft of another person’s writings or ideas. Generally, it occurs when someone steals expressions from another author’s composition and makes them appear to be his own work.¹

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).

Students who are unsure whether they are properly attributing should consult with their instructor and refer to the resources in their online classroom to obtain guidance. The online classroom provides further guidance under Course Home regarding APA guidelines for referencing. Students can also refer to the ACHS

¹ West’s Encyclopedia of American Law. Copyright © 1998 by The Gale Group, Inc. All rights reserved.
FAQ Knowledgebase online at http://faq.achs.edu for additional resources on referencing accurately.

What are Examples of Plagiarism?

One can plagiarize unpublished as well as published material. 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 your own 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 (remember, citing courses helps your work—showing that you have done your research)
• Partial or incomplete attribution of words, ideas, or data from an original source

What is Fabrication or Falsification?

Fabrication or falsification is a form of dishonesty where one invents or distorts the origin or content of information used as authority.

Examples include:

• Citing a nonexistent source or inventing data to support conclusions
• Citing information incorrectly from a source (for example, where that information is not included in the source or is stated differently in the source or distorting meaning or application of data)
• Citing a source when it was not consulted nor cited in the body of the paper (for example, adding a long bibliography to a paper to make it seem well researched when those sources have not been consulted)

What is Cheating?

Cheating is a broad term that covers when a student attempts to give the appearance of a level of knowledge or skill that has not been obtained or uses inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Examples of cheating include:

• 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 for you
Other acts that would breach the Academic Honesty Policy include other intentionally committed, dishonest, or inappropriate acts. Examples include:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others (such as selling or buying a copy of test questions before a test)
- 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 an instructor at ACHS suspects that a student has breached the Academic Honesty Policy, he or she is responsible to investigate the situation and take appropriate action. If academic dishonesty is suspected, the instructor will first seek to discuss the incident with the student to determine if the act was intentional.

If the instructor believes the breach was unintentional, the first step is usually to contact the student and ask them to review the policy and resubmit his or her work.

If the instructor believes that the breach was intentional, he or she may give the student a failing grade for that assessment. Depending on the assessment, this may result in the student failing the course.

If the student does not comply with the instructor’s requests to resubmit work, or if the act was particularly concerning, the instructor will refer the student to the Academic Dean. The Academic Dean will go over the Academic Honesty Policy with the student and discuss the best way to proceed. Usually the student will be asked to resubmit the work within a prescribed period. The issue may also be referred to the Academic Standards Committee, and the student may be put on Academic Probation. The breach of the policy will be noted in the student’s file. Any student who has multiple breaches of the Academic Honesty Policy will be dismissed from the school.

For the purpose of tracking, suspected or proven violations of the Academic Honesty Policy should be reported to the Academic Dean including the student’s name, description/sample of the incident, and action taken. If the occurrence is sufficiently blatant or if a pattern of dishonesty or misconduct is discovered, additional action may be taken on behalf of the College based upon the nature of the infraction.
If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he/she may have it reviewed through the College’s grievance process (detailed in this Catalog).

**Reporting Dishonesty**

Students can report dishonesty anonymously for investigation.

**Standards of Academic Progress**

All students who have been admitted to a degree program at American College of Healthcare Sciences are required to make satisfactory academic progress (SAP) toward completion of their degree.

ACHS is dedicated to maintaining fair and useful assessment and grading procedures. Evaluation of satisfactory progress involves assessment of written essays and discussions, and examinations, using the grading schedule outlined in this Catalog. Students are maintaining satisfactory academic progress if they:

- Sustain an average of 70% in graded coursework in their current course(s),
- Maintain a 2.0 cumulative GPA in their enrolled program,
- Complete at least one credit-bearing course per academic year, and
- Complete any incomplete or failed courses within the time outlined in the Incomplete Grade policy or as approved by the Academic Standards Committee via academic petition.

Students who do not meet these requirements will be placed on academic probation.

**Undergraduate Students**

Undergraduate students must maintain a cumulative 2.00 GPA in all ACHS classes. They are permitted a maximum of five years to complete a degree program. Undergraduate students who fall below the 2.00 minimum cumulative GPA will be placed on academic probation for one semester.

**Graduate Students**

Graduate students must maintain a cumulative 2.00 GPA in all ACHS classes. They are permitted a maximum of five years to complete a degree program. Students who fall below the 2.00 minimum cumulative GPA will be placed on academic probation for one semester.
How Satisfactory Academic Progress is Reviewed

Academic and degree progress standards are monitored through the advising process. Advisors help to ensure student success by helping each student to set and achieve academic goals and use the facilities and personnel of ACHS. Advisors alert the student of academic deficiencies and work with each student to overcome these deficiencies.

Student advisors will also contact students admitted to a Program who are not enrolled for at least one credit-bearing course per semester. Students must complete at least one credit-bearing course per academic year to maintain SAP.

Students should log into their account at https://myachs.com and complete a degree audit (under My Utilities), which details their progress towards completing the course work for their degree. This transcript analysis is updated once grades are posted at the end of each semester.

Academic Probation

In all instances the length of academic probation, also referred to as the probationary period, shall be one semester unless notified otherwise.

Course

Students will be placed on academic probation in their course if they fail to:
- Sustain an average of 70% in graded coursework in their current course(s),
- Complete current course(s) with a complete and passing course grade,
- Violations of the ACHS Academic Honesty Policy, or
- Attendance or tardiness issues for on-campus classes.

Students will be notified of their probation status by telephone, email, or mail. They will then need to meet (in person or via telephone) with their student advisor within two weeks of the course end date to identify remedies.

Students on academic probation will have their registration restricted. They will be automatically removed from academic probation when they have remedied deficiencies within the guidelines established by the student advisor and/or the Academic Standards Committee as applicable.

Program

Students will be placed on academic probation in their program if they fail to:
- Maintain a 2.0 cumulative GPA in their enrolled program,
- Complete at least one credit-bearing course per academic year, or
• Complete any incomplete or failed courses within the time outlined in the Incomplete Grade policy or as approved by the Academic Standards Committee upon approval of academic petition.

Students will be notified of their probation status by telephone, email, or mail. They will then need to meet (in person or via telephone) with their academic advisor as soon as possible to identify remedies.

Students on academic probation will have their registration restricted. They will be automatically removed from academic probation when their cumulative program GPA rises to or above 2.00 or they complete any incomplete or failed course grades during the probationary period.

Students placed on academic probation for lack of earned credit during the academic year will be removed from academic probation if they register and complete at least one credit-bearing course in the next semester following notification.

Students who have received notice of academic probation 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 Academic Standards Committee reviews all petitions. The Committee may approve the petition, approve the petition with condition, or deny the petition and suggest alternative action.

Failure to remedy a GPA deficiency within the probationary period will result in administrative withdrawal. Students will receive written notification of administrative withdrawal.

A student who has been dismissed under this policy may request that a corrective meeting be held to determine whether he or she may be readmitted.

Upon administrative withdrawal, the student will be required to re-apply for admission under the current program requirements. The student’s re-admission is subject to approval by the Academic Standards Committee.

Access Policy

ACHS is committed to providing accessible programs to all students and makes reasonable accommodations for students with disabilities based on ADA requirements. Please notify your admissions advisor of any disability that may affect your studies at ACHS so that appropriate accommodations can be made.
Our online platform exceeds the defined student requirements of Section 508, the U.S. Federal Accessibility Standard for electronic and information technology, to provide an accessible environment for disabled faculty to author course content. Through its state-of-the-art courseware and support services, our platform has broken new ground in addressing the needs of blind, deaf and mobility-impaired students learning online, as well as disabled faculty authoring online courses.

The ACHS online platform offers:

Accessibility
- Addresses the needs of blind, deaf and mobility-impaired students.
- Accessible beyond disabled students learning online to also include disabled faculty authoring online courses.
- "Chat" feature provides a text-based HTML choice to the Java applet.

Usability
- Courseware features set designed to improve accessibility and integrate with leading assistive technologies such as JAWS and Window-Eyes.
- Teamed up with members of the disabled community over three-year R&D effort to design and test courseware for usability.

Support
- 24x7 help desk technicians are trained in the use of popular assistive technologies.
- Course development consultants and instructional designers are trained to design, build, audit and modify course content for accessibility.
- Visually impaired staff to help identify and address issues.

Availability
- Immediately available to all users with no additional purchase, upgrade or installation required.

Attendance

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

Online courses: Student attendance is measured by reference to outcomes assessments. Students must complete 80% of the required assessment before the final class date and receive at least 70% over all assessments to be considered to have achieved the performance objectives for the course and have met the attendance requirements for the online class.
Tardiness

On-campus Courses

The instructor keeps attendance. You are considered tardy if you enter the class after the instructor takes attendance. After 30 minutes, it is considered an absence. If you leave class 30 minutes early, it is considered an absence. If you are tardy more than three times, it is considered an absence. If you are chronically late or absent more than 20% of the course, you will be placed on Academic Probation.

Due Dates

Keep on time with assessments (also referred to as assignments within the online classroom). Students who participate as a group and maintain the same pace as the rest of their cohort have been shown to achieve much higher levels of success in the course, as well as a more enriching educational experience.

We strongly encourage students to proceed through the course at a pace consistent with the module assessment due dates to ensure receiving the maximum benefit from the course content, the instructor, and their fellow students. This creates a more dynamic, engaging, and beneficial learning community.

While there may not be grading penalties for submitting assessments late, you may be compromising the quality of your education and ability to succeed in the class by doing so. Please note that you should check with your instructor regarding his or her policy on late submissions.

If for any reason you cannot meet a due date, or want to accelerate the pace of your program, please first contact your instructor directly. They will best be able to help you work out a completion plan based on your specific needs and keep you on track moving forward.

Make-up Work

If you do not complete an assessment on or by a set date because of illness or other serious problem, the instructor can permit you to complete the assessment or test by an alternate time, no later than two weeks after the last day of class.

Online Courses: You are required to complete at least 80% of required assessments, including lab work, module exams, discussions, and final examinations, as applicable. You are strongly advised to complete all assessments. Most assessments contribute to the final course grade (view the Syllabus for details), so failing to complete some tasks will reduce your final course grade.
can view due dates for each module on the course checklist in each online classroom on the Course Home page. Any late due dates will be highlighted.

You are required to notify your instructor if you will not be able to meet any deadline. You may allocate your own hours and undertake make-up work at your convenience **within the individual due dates** as outlined on the Course Checklist.

If you are not on pace with your course (i.e., behind on module due dates as listed in the course checklist), you will be contacted by your student advisor to establish a plan to catch up in your studies.

If by the seventh week of class (sixth week for 101 courses), you are still behind in your studies, the Academic Dean will contact you and administrative withdrawal will be pending if you don’t make progress in your course within seven days of notification.

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 graduate. Where a student does not complete an assessment or test on the set date because of illness or other serious problem, and where reasonable, the instructor may permit the student to complete the assignment or test at an alternate time, but no later than two weeks after the last day of class.

**Change of Address**

If you move house, change your phone number or email address, or need to have your details changed for any reason, you need to advise student services. Please contact your student advisor at (800) 487-8839 or email stuserv@achs.edu.

In addition, if you are signed up for any email lists, you will need to follow the instructions at the bottom of any email to update your email address including in the MyACHS Connect student network and the ACHS Yahoo discussion group.

**Copyright and Use Policy**

The Program Catalog, all ACHS textbooks and e-textbooks, 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 and legal action.

Pursuant to the Higher Education Opportunity Act (HEOA) Section 485(a) (20 U.S.C. 1092(a)) (i), 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”.

Course Length

ACHS courses are cohort-based and completed over 16 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.

Extensions

One extension may be granted for you to complete your course work. You must have a zero account balance to participate. The maximum extension available without charge is two weeks after the course completion date.

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. A complete disciplinary policy is included in this Catalog.

Graduate Profiles

We profile successful graduates and their businesses or careers in the ACHS Reporter newsletter and on our website. If you are interested in having your profile included, please email newsletter@achs.edu. Profiled graduates must submit a bio and photo for the website and newsletter. As a profiled graduate, graduates must be willing to provide contact information (such as an email address) for prospective students to contact them to discuss their experience.

Incomplete Grade

An Incomplete (I) may be granted for reasons acceptable to the instructor and/or student advisor and the Academic Standards Committee, when the quality of work is satisfactory but all course requirements have not been completed. If granted, weekly course extension fees apply (refer to the section Tuition and Fees, under Other Fees in the Program Catalog for fee information). In order to be granted an Incomplete, the student must complete the following steps within two weeks of the last day of class for which the Incomplete is requested:
1. Consult with his or her student advisor to request an incomplete grade. Note: If you will not be able to complete within eight weeks [or four weeks for accelerated courses] after the last day of class, then you will need to retake the class. The contract end date for each semester is eight weeks [or four weeks for accelerated classes] after the last day of class.

2. If agreed to by the student advisor, complete the Academic Standards Committee Petition Form and submit it to the College along with a plan regarding the course requirements yet to be completed and the date all requirements will be completed.

The maximum time allowed to complete an Incomplete grade is one year but the Academics Standard Committee will usually set a shorter period. Students that fail to complete outstanding course requirements within one year will need to retake the course to earn credit.

Non-Discrimination

ACHS does not discriminate with regard to race, sex, age, special physical conditions, sexual orientation, religion, or national origin, in its acceptance or treatment of students.

Program Length

Distance learning enables motivated adult learners to work at their own pace within the overall time frame for each course.

ACHS courses are cohort-based. They start and end on specific dates and assessment due dates are set for each module. The Admissions Advisor will inform each student of the start and end dates of his or her classes, and students can also find this information within their online student account (https://myachs.com). Students can view their module due dates in the Course Checklist, located within the online classroom.

We strongly recommend that you work through the course according to your assessment due dates to enable you to gain the most from your course. Please notify your instructor if you cannot meet any due date. Please note that you will be subject to administrative withdrawal if you do not maintain satisfactory academic progress (SAP) in your course(s) as outlined in the Program Catalog.

Completion time for self-paced courses is determined by your **course start date**, regardless of how many courses you are taking. Your completion date is included online and in your enrollment materials. You can also call or email Student Services at any time to verify your completion date.
If you fail to progress in the course and exceed the allotted time, you will be marked Incomplete for the course. You may be given opportunities to reinstate your studies, or may be asked to re-enroll, depending on how much of the course you completed and any changes made to the course since your enrollment.

**Extensions**

One extension may be granted for you to complete your course work. You must have a zero account balance to participate. The maximum extension available without charge is two weeks after the course completion date. Additional extensions may be available. Fees will apply (refer to the Tuition and Fees, Other Fees section in the Program Catalog).

**Program Transfer Policy**

Students considering transferring programs are asked to speak with their Student Advisor. All requests to transfer must be made by Academic Petition, which will be considered by the Academic Standards Committee. With this petition, applicants will also complete the ACHS Transfer Request Intake Assessment available online at http://achs.edu/resource/course_transfer.html

The Academic Standards Committee 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.

**Refund Policy**

ACHS follows the refund policy set out by the DETC and complies with the refund policy of the Oregon Office of Degree Authorization.

Students are asked to contact their Academic Advisor or the Dean of Admissions to discuss dropping a class.

Cohort courses have set start and end dates, and students progress through the course with a group of peers at approximately the same time, supported by their instructor and student services. Tuition refunds for cohort courses are pro-rated based on time enrolled in the course.

Students who cancel within five days after signing the enrollment contract are entitled to a full refund. Materials are not shipped until the expiration of these five days. If a student withdraws after five days, ACHS will retain the registration fee, not to exceed $200.
If the student enrolls in a Program (Certificate, Diploma, or Degree), each course is treated separately for the purposes of calculating any refund to the student.

Refunds are based on the date the request is received at ACHS or the postmarked date if mailed. The College will make any refund due within 30 calendar days from this date. It is a student’s responsibility to repay any student loans. Some financial institutions require that refunds be paid back directly to the institution in the event of a refund. Depending on payment plans, students who drop a course may still owe a balance to ACHS and/or their lender.

No student is obligated for tuition charged for a term that has not commenced when the student withdraws.

**Online Library, Materials & Resources Fee**

This fee funds subscription library database licenses required to access online lectures and materials. No refunds are available after online course opens.

**Course Materials, Lab Materials, & Technology Fee**

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.

**Tuition Refund Policy for Cohort Fixed Length Credit Courses Up to 16 weeks in Length**

Students requesting cancellation during subsequent weeks from their start date are entitled to the amounts listed in the chart below. If the student contracts for a Program (a learning unit that includes two or more courses), each course is treated separately for the purposes of calculating any refund to the student. Students are not entitled to any refund after a specified week in the course, for example after week 9 in a 16-week course.

Refunds are based on the date the drop request is received at ACHS or the postmarked date if mailed. The College will make any refund due within 30 calendar days from this date. It is a student’s responsibility to repay any student loans. Some financial institutions require that refunds be paid back directly to the institution in the event of a refund. Depending on payment plans, students who drop a course may still owe a balance to ACHS and/or their lender.

<table>
<thead>
<tr>
<th>Published Length of Course:</th>
<th>Refundable Tuition Due After</th>
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</thead>
<tbody>
<tr>
<td>1-6 weeks</td>
<td>1st week = 70%</td>
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</tbody>
</table>
2nd week = 40%
3rd week = 20%
4th week = 0%

<table>
<thead>
<tr>
<th>7-10 weeks</th>
<th>1st week = 80%</th>
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<tr>
<td>2nd week   = 60%</td>
<td></td>
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<tr>
<td>3rd week   = 40%</td>
<td></td>
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<tr>
<td>4th week   = 20%</td>
<td></td>
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<tr>
<td>5th week   = 0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>11-16 weeks</th>
<th>1st week = 80%</th>
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</thead>
<tbody>
<tr>
<td>2nd week    = 70%</td>
<td></td>
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<tr>
<td>3rd week    = 60%</td>
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<td>4th week    = 50%</td>
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<tr>
<td>5th week    = 40%</td>
<td></td>
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<td>6th week    = 30%</td>
<td></td>
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<tr>
<td>7th week    = 20%</td>
<td></td>
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<tr>
<td>8th week    = 10%</td>
<td></td>
</tr>
<tr>
<td>9th week    = 0</td>
<td></td>
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</tbody>
</table>

**Travel Programs**

Your deposit must be paid to secure your accommodations. The balance of your fee is due eight weeks before the first day of class. A 100% refund is offered if you withdraw in writing within five days of enrollment. If you withdraw eight weeks or more before the first day of class, your deposit is non-refundable. If you withdraw within eight weeks of the first day of class, no refund is available. We require all students to obtain travel insurance.

**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 the Program 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 Registrar.
Solicitation

In an effort to ensure a productive and harmonious College environment, students may not solicit or distribute literature to other students for any commercial purpose through email or within the online classrooms.

ACHS recognizes that students may have interests in events and organizations outside the College and you are welcome to submit events for posting on the events page. Students may not solicit or distribute literature concerning these activities via email.

If students have a message of interest to the College, they may submit it to their instructor for approval. All approved messages will be posted by the instructor or student services.

Student Feedback

Students have the opportunity and are expected as part of the higher education process to provide feedback about ACHS courses, instructors, 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 self-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.

Student Grievance Policy

ACHS takes complaints very seriously. 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.

To lodge a formal complaint, please complete the Official Student Complaint Form (available in the ACHS FAQ Knowledgebase online at http://faq.achs.edu) completely, sign it, and scan and email it to the appropriate department or mail it to the College at 5940 SW Hood Avenue, Portland, Oregon, 97239. Complaints will be acknowledged within 30 days and investigated. Investigation may take several months. The conclusion to the complaint will be mailed.

The College is committed to the highest standards of student service. If this procedure fails, students may contact the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401, or call 800-452-8807.
Problem Resolution

ACHS 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.

If a student disagrees with the established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No student will be penalized, formally or informally, for voicing a complaint with ACHS in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs where a student believes that a policy or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The student may discontinue the procedure at any step.

Student presents problem to instructor. If instructor is unavailable or employee believes it would be inappropriate to contact that person, student may present problem to the Academic Dean.

Instructor responds to problem, after consulting with appropriate management, when necessary. Instructor documents discussion.

Student presents problem to President if problem is unresolved.

President counsels and advises student, assists in putting problem in writing, visits with student’s instructor(s) (if necessary), and directs student to Dean of Students or Professor.

Not every problem can be resolved to everyone’s total satisfaction, but only through understanding and discussion of mutual problems can students and instructors develop confidence in each other. This confidence is important to the operation of an efficient and harmonious learning environment.

The College is committed to the highest standards of student service. Students aggrieved by the actions of the College should attempt to resolve these problems with the appropriate College official, or the President, using the problem resolution procedure set out above. If this procedure fails, students may contact the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401 (effective December 21, 2007).
Student Records

The College maintains records for each student. Your records include your application and enrollment agreement, 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 will have access to your file for educational and business purposes. Third party access to your records is limited unless you give written consent. You have rights of inspection and correction of your records. Student information of a private, personal, or confidential nature that is provided to the College will only be disclosed in compliance with 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 the Family Educational Privacy and Privacy Act (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. Please complete the Authorized Agent form in the ACHS Virtual Library if you wish to nominate an agent that will have full access to your 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;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

For more information about FERPA, go to http://www.ed.gov/policy/gen/guid/fpco/index.html

Authorized Agent

For your convenience, you have the option to appoint an authorized agent. This allows ACHS to deal with the agent on your behalf, for example if you are sick, on vacation, or otherwise indisposed. You may wish to appoint a parent, spouse, or friend but be sure to select someone you trust. ACHS may freely deal with this person as if he or she was you. You may assign an authorized agent or update your agent by submitting the ACHS Authorized Agent form available in the ACHS Virtual Library.

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. 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.

Student Rights & 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
• The use of offensive language
• Obstruction or disruption of College activities
• Theft or inappropriate removal or possession of property
• Falsification of records
• Possession, distribution, sale, transfer or use of alcohol or illegal drugs while on campus
• Fighting or threatening violence
• Boisterous or disruptive activity
• Negligence or improper conduct leading to damage of ACHS-owned property
• Disparaging ACHS, its activities, or employees to students, vendors, or the public
• Conviction of sex or violence-related offences
• Insubordination or other disrespectful conduct
• Unwillingness to work with another student
• Violation of safety or health rules
• Smoking in prohibited areas
• Sexual or other unlawful or unwelcome harassment
• Possession of dangerous or unauthorized materials, such as explosives or firearms
• Unauthorized use of online course system or other ACHS-owned equipment or intellectual property
• Unsatisfactory performance or conduct
• 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 the ACHS Yahoo Discussion List

The ACHS Yahoo discussion list is a group created to foster community, discussion, discourse, and a resource on holistic health. Our goal is always to foster a frank and free discussion and to respect academic freedom, however, it 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 social networking site, MyACHS Connect). Students may not solicit or distribute literature concerning these activities via email.

Key points for a successful discussion list experience:

- Use e-mail rather than the discussion list if you want to send a personal message to the instructor regarding a test item or curriculum-specific issues, or to contact another student. Your instructor may or may not be active on this list.
- Include a descriptive “Subject” heading as your first line.
- Use the help desk or contact ACHS for assistance with technical issues.
- Respect each other’s ideas, feelings, and experience. If you disagree with someone’s point of view, argue ideas rather than attacking individuals or groups. Derogatory statements about minorities, sexual identity, sexual preference, 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 you read and discuss why you agree or disagree 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.).
- Please do not use this discussion list to voice complaints or ideas for improvement for the course or College, as the appropriate staff may not see them. We value your comments and feedback and want to be sure we see them. Please send your suggestions for improvement to updates@achs.edu.

Withdrawal Policy

We encourage you to call Student Services before dropping a class so they can answer any questions and assist you with other options.

You may withdraw from a course or program at any time before your original completion date. You may request to withdraw in any manner.

If you withdraw within your course enrollment period, your refund or balance owing will be calculated according to the Refund Policy.