



ACHS Program Catalog

2023-2024



Leading the advancement of evidence-based, integrative health and wellness education through experiential online learning and sustainable practices.

American College of Healthcare Sciences (ACHS) has been educating industry-leading holistic health professionals since 1978. We are a world-renowned, accredited, fully online institute of higher education, offering certificate, diploma and degrees programs in Aromatherapy, Herbal Medicine, Holistic Nutrition, Integrative Health and Wellness Coaching, and Sustainable Business.

ACHS is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA).

Campus

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Portland, OR 97239

Phone

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Hours

Monday to Friday, 8:30 a.m.
to 5:30 p.m. Pacific time

ACHS.edu

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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 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 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: ACHS Title IX Coordinator; office located at 5005 S. 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 www2.ed.gov/about/offices/list/ocr/index.html 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 diagnoses and treatments 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 online and managed at the Main Campus at 5005 S. Macadam Avenue, Portland, OR 97239.

Campus contact information: 503.244.0726 or 800.487.8839, Fax: 503.244.0727, achs@achs.edu, and online at achs.edu.

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

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. Students can view additional disclosures at achs.edu/consumer-disclosures.

Catalog Printed 7/1/23, Volume 58, Copyright © 2023-24: This material must not be reproduced in any way without the written permission of the President of American College of Healthcare Sciences, 5005 S. Macadam Avenue, Portland, OR 97239 United States. Telephone/Fax: 800.487.8839 or 503.244.0726; email achs@achs.edu; on the Web at achs.edu. Catalog valid 7/1/23 to 6/30/24 or until superseded by a newer version.

Welcome to ACHS

ACHS is a leader in online, research-oriented integrative health education and is committed to making learning accessible and transformational. ACHS supports a diverse community of learners, including healthcare professionals, military students, stay-at-home parents, and lifelong learners. Our mission comes alive in the success of our graduates, the enthusiasm of our students, and the passion of our staff and faculty.

We are driven by the passion of each and every one of our students and graduates and supported by the incredible commitment of our team of staff and faculty!

Highlights of our proudest moments include the joy of seeing our graduates achieve their dreams like [2023 Outstanding Graduate Sian Seligman](#) and [2023 Famous Alumni Dr. Janet Carter](#). We're also proud to have been named #1 of 100 Best Green Workplaces in Oregon in 2023 and to continually live our mission as a Certified B Corporation®. Learn more about our industry recognition online at achs.edu/about-us/achs-industry-recognitions/.

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

ACHS Mission and Vision

Mission

To lead the advancement of evidence-based, integrative health and wellness education through experiential online learning and sustainable practices.

Vision Statement

Integrative health and wellness education is accessible to global communities, promoting sustainable and healthy futures for all.

Position Statement

We are global stewards, fostering the advancement of sustainable communities through innovative, online integrative health and wellness education.

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

Commitment to Students

We develop long-lasting relationships with our students to help them thrive.

Globally Minded

As citizens of the world we foster opportunities to change the world for the better.

Principled Leadership

We shape a better future by making value based decisions.

Empowerment

We are committed to developing every student's individual talents and capabilities.

Culture of Giving

We give back and invest in our communities.

Inclusivity

We believe inclusion and sharing knowledge allows international-mindedness that expands our awareness and understanding.

Integrity

We believe a whole, integrated being is a result of practiced self-care, stillness and kindness and that wellness is a result of consistent behavior.

ACHS Institutional Learning Goals

ACHS's Institutional Learning Goals represent intended accomplishments of the College and its students. They closely relate to program goals and course learning outcomes which represent what students should learn in a specific course and upon completion of their program.

ACHS's institution-wide learning goals, undergraduate institutional learning goals, and graduate institutional learning goals can be viewed online at achs.edu/about-us/mission-vision-and-institutional-learning-outcomes/. Individual course and program learning goals can be found on the ACHS website under each program and course description. View Academics online at achs.edu/academics/.

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 achs.edu/about-us.

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

We welcome graduates, students, prospective students, and visitors anytime during regular business hours. View directions to our Portland campus at achs.edu/about/achs-campus-tour.

ACHS Contacts

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

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.

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

- Dorene Petersen, Founding President founder@achs.edu
- Tracey Abell, President president@achs.edu
- Kate Harmon, VP of Institutional Strategy & Global Impact
kateharmon@achs.edu
- Dr. Tiffany Rodriguez, Chief Academic Officer academicdean@achs.edu
- Dr. Nathan Phillips, Chief Information Officer cio@achs.edu
- Melissa McMahon, Chief Financial Officer, cfo@achs.edu
- Ilana Rose Frigaard, Chief Operating Officer, coo@achs.edu

College Departments:

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

Email is a convenient and fast way to communicate, but please remember:

- Email is not infallible and may be delayed or fail to reach its intended destination. Students with an urgent question should call ACHS during College hours—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 number of emails we receive. ACHS staff work to respond to all emails within 48 hours during Monday to Friday. If students have not received a response within 48 hours, they should call ACHS at 800.487.8839. ACHS will never ignore emails. Please note a question may also take longer to research, and generally ACHS will advise that a student's email was received with an estimated response time.

- 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.

The following email addresses and phone numbers ensure that students receive the fastest possible reply:

- For Student Services, including questions about policies, 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. Never send credit card numbers via email as email is not secure.
- To make a payment, please visit portal.achs.edu/ or call the Business Office at 800.487.8839.

For questions about studies or assessments, please email ACHS faculty directly.

- For help with online Canvas classrooms: call 844.889.5681.
- For all other inquiries: email achs@achs.edu

ACHS Offerings

Professional State Licensing Requirements

Registration and licensing requirements for integrative health and wellness professionals 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.

Prior to enrollment, applicants are provided with information regarding state licensing requirements that may affect their ability to practice for professions that require licensure; requirements vary by state. Learn more about licensing requirements for professions in the holistic health and wellness industry at achs.edu/state-licensing-requirements.

Undergraduate Programs

ACHS offers undergraduate certificate, diploma, and degree programs including associate and bachelor degrees. ACHS online undergraduate programs offer practical hands-on learning that allow one to explore the various holistic health modalities in depth that we teach!

Undergraduate programs are for students with a minimum of a high school diploma or state-approved equivalency. Get started on building your career pathway with our diverse undergraduate health and wellness programs.

Undergraduate 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, quantitative reasoning, philosophy, ethics, and humanities. These foundational skills help students think critically about the world around them, communicate effectively, and define their evolving place in the world. General education courses are typically outside of the student's concentration or major. View general education courses online at achs.edu/academics/general-education.

Graduate Programs

ACHS offers graduate certificate and master degree programs. ACHS online graduate programs offer current, up to date research and science-based curriculum for those interested in expanding their professional pathway, making a career change or adding to current professional credentials! Graduate programs are for students who have already earned a bachelors degree or higher from an accredited institution.

Doctorate Program

The ACHS Doctor of Science in Integrative Health (DSc) degree is designed for health and wellness professionals who want to make a difference in their communities and help reshape how healthcare works. This online degree is ideal for practitioners, educators, healthcare professionals, and others with a drive to help others and contribute to research in the field. The DSc degree includes core requirements and opportunities to specialize in the areas of functional nutrition, aromatherapy, and herbal medicine or complete an interdisciplinary degree.

Micro-Credentials & Continuing Education

ACHS offers micro-credentials and professional development (these may also be called continuing education or CE) opportunities. Micro-credentials are a formalized way to validate skills and develop workplace capabilities that enhance employability and career progression. Micro-credentials also offer an affordable way to demonstrate expertise following a shorter, specialized training. Professional development courses are short, often on-demand courses that are approved for continuing education hours for massage therapists, Registered Aromatherapists (RAs™), Registered Herbalists (RH), registered nurses, pharmacists, naturopaths, and veterinarians. These offerings do not award credit towards certificates, diplomas, or degrees. View offerings online at achs.edu/academics/departments/microcredentials/.

Course Numbering System

ACHS uses the following course numbering system:

100-199 Freshman; 200-299 Sophomore; 300-399 Junior; 400-499 Senior; 500-599 Graduate level; 600-700 Doctorate level.

CE: Continuing education credits. Note: CE credits do not award credit toward a certificate, diploma or degree.

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 an accredited holistic health and wellness education.

As an institution specializing in online education, all ACHS courses are designed with student success in mind. At ACHS, students complete their studies through a rich, interactive, dynamic online classrooms that provide easy-to-use, content-rich online courses, interactive online materials, an 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, students collaborate and share with their fellow students and professors.

Flexible Structure Designed for Success

Experience the best of both worlds with ACHS's flexible yet structured cohort class schedules! Students are part of a dynamic group of peers, who share a passion for learning, curiosity about the world, and a commitment to helping others. ACHS's programs offer ultimate flexibility, allowing students to set their own study hours without missing a beat within weekly coursework deadlines.

This means students can work at their own pace, while still being part of a supportive and engaging community of learners. ACHS's semi-structured framework has been carefully designed to give students a distinct learning advantage over other programs. With cohort class schedules, students study, learn, assimilate, and apply knowledge in ways that fit their unique learning style.

Online Resources

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

- **Online Student Information Portal:** Access grades, degree audit, and personal information at portal.achs.edu.
- **Canvas Learning Management System:** Access at achs.edu/achs-student-login. Interactive virtual classrooms are used and required for all ACHS online courses.

Students use Canvas online classrooms to access course content, required reading, and collaboration with faculty and fellow classmates.

- **ACHS Library Launchpad:** The ACHS Library Launchpad contains can be accessed directly in each online classroom and through the online ACHS Student Center. ACHS provides students and graduates with access to several subscription-only integrative health and research databases.
- **Professional Information:** Access the ACHS Career Center, Jobs Board, and resources including resume tips at achs.edu/alumni/achs-career-center/.

Technology & System Requirements

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

Personal Growth and Knowledge

Students can take ACHS courses to extend their knowledge and self-awareness for their own health, enjoyment, and development or to give them and their 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. ACHS studies are immediately applicable to anyone's personal and professional life.

The ACHS Student Body

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

Corporate Training & Group Discounts

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

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 online 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.

Students 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. Applicants can contact Admissions in advance to ensure their first choice of class. Admissions advisors will assist students in choosing a program and a study plan that best meets their 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

Educational community wellness webinars are offered to community members. Webinars feature faculty and visiting experts and are open to the public; many events are free. Visit achs.edu/events/.

Course Packs

In addition to the rich interactive content in ACHS's online classrooms—which may include lectures, online eTextbooks, access to relevant articles and research papers, professor updates, and links to relevant websites and events—students also receive a comprehensive array of educational materials as part of their course pack. Depending on the course, course packs may include practical study kits of certified organic, pesticide-free, and sustainably-produced 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.

ACHS ensures the wide array of educational materials provided meet the highest standards and uses only the most reputable education publishers and organic suppliers of raw materials. Learn more about ACHS's Quality Promise at [apothecary-shoppe.com/pages/the-quality-promise](https://www.apothecary-shoppe.com/pages/the-quality-promise). 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

Admissions advisors are here to help applicants get started at ACHS. They will assist with the admissions process and present the application to the Admissions Committee for consideration. College administrative staff are also available to answer any questions, help with billing inquiries, and ensure that every student's learning experience is enjoyable and rewarding. Once accepted for admission and registered for courses, ACHS faculty and student services advisors are available to students online and by email, telephone, text, virtual conference, or mail to provide support. ACHS also offers 24/7/365 technical support for online classroom support. Everyone at ACHS is committed to student success.

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® - achs.edu/b-corp-certification/
- ACHS and the Apothecary Shoppe College Store are Certified Organic by Oregon Tilth - apothecary-shoppe.com/pages/the-quality-promise
- Certified as a Gold Business by Green America - greenamerica.org/green-america-green-business-certification

Learn more about ACHS's Green Campus and community sustainability initiatives including ACHS's recognition as a Top 100 Green Workplace by Oregon Business magazine at achs.edu/achs-green-campus/.

Apothecary Shoppe College Store

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

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

ACHS and the Apothecary Shoppe prioritize environmental stewardship and donates 2% of essential oil sales annually to support soil to oil global sustainability initiatives.

Learn more at achs.edu/news/achs-helps-nepalese-essential-oil-producers-turn-oil-water. Shop online at apothecary-shoppe.com.

Accreditation & Affiliations

Accreditation

American College of Healthcare Sciences is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, DC, 20036, 202.234.5100, deac.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). ACHS is re-accredited through a rigorous review process every five years.

Students can feel confident in choosing ACHS for their holistic health education. Our programs and administration have been rigorously evaluated and found to meet accreditation standards and align with professional industry standards. ACHS is one of the only accredited colleges offering a master degree program in aromatherapy and offers among the few accredited and fully online integrative health and wellness degrees in the U.S. For more information about DEAC and our accreditation, please visit achs.edu/about-us/accreditation-and-state-authorization/.

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, 3225 25th Street SE, Salem, OR 97302.

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

For students who reside in California: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, bppe.ca.gov, Email: bppe@dca.ca.gov, Phone: (888) 370-7589, Fax: 916.263.1897.

Regulations vary by state. Students are required to review regulatory information and professional licensing requirements in their state of residence prior to enrollment.

Comprehensive information about ACHS's state authorization status across the U.S. and its territories can be found at achs.edu/about-us/accreditation-state-authorization and students review state licensing disclosures prior to enrollment.

Articulation Agreements

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

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

Learn more about ACHS's articulation agreements at achs.edu/admissions/articulations-agreements/.

Continuing Education Approvals

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

View ACHS's continuing education approvals at 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 achs.edu/achs-industry-recognition.

Memberships

ACHS is a member of many industry and professional organizations. View more information about ACHS's memberships at achs.edu/about-us/achs-industry-recognitions/.

ACHS Governance

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 achs.edu/achs-board-directors:

- Dorene Petersen, BA, Dip.NT, Dip.Acu, RH (AHG)
- Debbie Parigian, BA, CPA
- Clyde B. Jensen, PhD

ACHS Program Advisory Councils

We are fortunate to have some of the most prestigious members in the holistic health industry on our program advisory councils (PACs). Members are experts in health and wellness including aromatherapy, herbal studies, integrative health sciences, holistic nutrition, business, and general education. View PAC members online at achs.edu/about-us/achs-governance.

ACHS Leadership and Department Contacts

ACHS's executive and academic leadership teams include professionals from across the sector with diverse leadership, academic, and administrative experience and a commitment to excellence.

Executive Leadership

- Dorene Petersen, BA, Dip.NT, Dip.Acu, RH (AHG), Founding President, founder@achs.edu
- Tracey Abell, BS, MS, President, president@achs.edu
- Kate Harmon, VP of Institutional Strategy & Global Impact, kateharmon@achs.edu
- Melissa McMahon, BBA, MS, Chief Financial Officer, cfo@achs.edu
- Nathan Phillips, BA, MA, PhD, Chief Information Officer, cio@achs.edu
- Tiffany Rodriguez, BS, PhD Chief Academic Officer, academicdean@achs.edu
- Ilana Rose Frigaard, Chief Operating Officer, coo@achs.edu

Academic Leadership

- Lori Holdren, BS, MA, PhD, Dean of General Education, loriholdren@achs.edu
- Amanda Lattin, MA, MAT, Dip.Aroma., MH, RA, Dean of Aromatherapy, amandalattin@achs.edu
- Janet Ludwig, BS, MS, PhD, Dean of Integrative Health and Nutrition, janetludwig@achs.edu
- Glen Nagel, ND, RH (AHG), Dean of Herbal Medicine, glennagel@achs.edu

ACHS Faculty

About ACHS Faculty

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

Full biographical information for all faculty is available at achs.edu/about-us/faculty-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.

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.

Faculty Roster (Organized Alphabetically)

Toumik Asatorrian, EdD (General Education)

- Bachelor of Arts in English Literature, California State University
- Master of Arts in English Literature, California State University
- Doctor of Education in Educational Leadership, California State University

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

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

Colby Caldwell (Herbal Medicine)

- Bachelor of Science in Chemistry, University of California,
- Masters of Science in Organic Chemistry, University of Arizona,
- Doctorate of Philosophy, Pharmaceutical Sciences, University of Arizona

Jerry Cronin, BS, DC (Integrative Health)

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

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

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

Lupin Demuth, BS, ND (Herbal Medicine)

- Doctor of Naturopathic Medicine, National University of Natural Medicine
- Bachelor of Science, Evergreen State College

Dana Dragone BS, MS, DCN (Aromatherapy)

- Bachelor of Science in Dietetics, University of Vermont
- Master of Science in Human Nutrition, West Virginia University
- Doctor of Clinical Nutrition, Maryland University of Integrative Health

Svitlana Dzyubak, BS, PhD, (General Education)

- Bachelor of Science in Pharmacy, Kharkiv Institute of Pharmacy
- Doctor of Pharmacy, Higher Attestation Commission

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

Jimmy Godard, BS, MS, MBA, DM (Business and General Education)

- Bachelor of Science in Computer Science, Saint-Thomas University
- Master of Science in Computer Information Systems, University of Phoenix
- Master of Business Administration, Marylhurst University
- Doctor of Management, Organizational Leadership, University of Phoenix

Deryl Gulliford, BS, MS (Integrative Health)

- Bachelor of Science in Allied Health Professions with distinction in Respiratory Technology, Ohio State University
- Master of Science in Community Health, University of Cincinnati

Shawn Hallum, AS, BS, MS, Professor (Integrative Health)

- Bachelor of Science in Sports Management, California University of Pennsylvania
- Master of Science in Complementary Alternative Medicine, American College of Healthcare Sciences

Sarah Hojnacki, MS, RDN (Holistic Nutrition)

- Bachelor of Science, LBS Nutrition Sciences, Michigan State University
- Master of Science in Human Nutrition, Michigan State University

Lori Holdren, BS, MA, PhD, Dean of General Education (General Education)

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

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

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

Margaret LaPierre, BS, HHP, Cert. Arom., LME, LEI (Aromatherapy)

- Bachelor of Science in Health and Wellness, Kaplan University

Amanda Lattin, BA, MAT, Dip. Arom., MH, RA, Dean of Aromatherapy (Aromatherapy)

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

Heather Logan, DC (Integrative Health & Nutrition)

- Bachelor of Science in Combined Science, Youngstown State University
- Master of Public Health, A.T. Still University
- Master of Sciences in Applied Clinical Nutrition, Northeast College of Health Sciences
- Doctor of Chiropractic, Northeast College of Health Sciences

Santiago Lorenzo, PhD (Integrative Health)

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

Janet Ludwig, PhD (Integrative Health & Nutrition)

- Bachelor of Science in Chemistry, University of Arizona
- Master of Science in Agricultural Biochemistry & Nutrition, University of Arizona
- Doctor of Philosophy, Agricultural Biochemistry & Nutrition, University of Arizona

Jacqui McGrath, BA, ND (Herbal Studies)

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

Julie Moreschi, BS, MS (Holistic Nutrition)

- Bachelor of Science in Home Economics, Bradley University
- Master of Science in Clinical Nutrition, Rush University

Glen Nagel, BS, ND, Dean of Herbal Medicine (Herbal Medicine)

- Bachelor of Science in Biology and Outdoor Education, Northland College
- Doctorate in Naturopathic Medicine, National University of Natural Medicine

Ronald Noble, BS, MA, MA, PhD, (General Education)

- Bachelor of Science in Psychology, Portland State University
- Master of Arts in Counseling Psychology, Lewis and Clark College
- Master of Arts in Psychology, University of Pennsylvania
- Doctorate in Clinical Psychology, University of Pennsylvania

Marleigh Noska, BA, BSN, MA (General Education)

- Bachelor of Arts in Psychology and English, University of New Mexico
- Bachelor of Science in Nursing, Oregon Health and Science University
- Master of Arts in English, University of Washington

Nolan Noska, BA, ND (Integrative Health)

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

Meral Tunc-Ozdemir, PhD (General Education)

- Doctor of Philosophy, Biochemistry, University of Nevada
- Associate of Applied Science, Business Analytics, Wake Tech Community College

Andrea Pryce, ND (Integrative Health)

- Bachelor of Science in Psychology, University of Alaska Fairbanks
- Doctor of Naturopathic Medicine, Southwest College of Naturopathic Medicine & Health Sciences

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

- Bachelor of Science in Alternative Medicine, Everglades University
- Master of Science in Nutrition and Integrative Health

Erin Stewart, BS, MSNIH, MIFHI, HHP (Aromatherapy)

- Bachelor of Science in Oriental Medicine, Bastyr University
- Master of Science in Acupuncture and Oriental Medicine, Bastyr University
- Doctor of Acupuncture and Oriental Medicine, Bastyr University

Lisa Warman, BS, MLS (General Education)

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

Nancy Welliver, AA, BS, ND (Herbal Medicine)

- Associate of Arts in Biology, Columbia Community College
- Bachelor of Science in Human Sciences, Bastyr University
- Naturopathic Doctorate (ND), Bastyr University

ACHS Institutional Review Board

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

Primarily, the IRB will ensure:

1. Compliance with the Code of Federal Regulations (CFR), Title 45, Part 46
2. Research is conducted in accordance with the principles outlined in the Belmont Report: 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 chief academic officer. Learn more and view current members online at achs.edu/about-us/achs-governance.

Full biographical information for all staff is available at achs.edu/about-us/faculty-staff/.

Admissions

Overview

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 admissions leadership and advisors. Other academic staff, faculty, and senior administrators may participate in Committee meetings as needed.

General Procedures

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

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

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

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

The Admissions Committee's review of all applicants includes evaluation of the individual's high school (undergraduates) and college transcripts, admissions assessments, and other evidence that the applying student can reasonably expect to complete the courses(s) or program they are applying to and benefit from the education obtained.

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

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

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

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

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

Note: In addition to the following requirements, students applying for federal financial aid must also meet all eligibility requirements as determined by the U.S. Department of Education. Please visit achs.edu/admissions/tuition-and-funding/federal-student-aid/ for more information. These requirements are also detailed at studentaid.gov/understand-aid/eligibility.

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. Prior schools attended must be disclosed at the time of application.

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 achs.edu/international-admissions/non-native-english-speakers.

Admissions Requirements for Undergraduate Students

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

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

Admissions requirements for graduates of non-standard or unaccredited high schools or homeschooled students are available at 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, including any required admissions assessment(s) and/or disclosures acknowledgements.
- Submit official, unopened transcripts: Applicants are required to submit an official, unopened high school diploma or state-approved equivalency. Applicants with previous post-secondary experience may submit official college transcripts and complete high school completion self-certification. Students should submit previous college transcripts for transfer of credit review; students using military education benefits are required to submit all official college transcripts.
- Transcripts should be issued and sent directly to ACHS; transcripts issued to the student cannot be accepted as official. Certified electronic transcripts can be sent to registrar@achs.edu; mailed transcripts should be sent to ACHS, 5005 S. Macadam Avenue, Portland, OR 97239.
 - Graduates of Non-standard or Unaccredited High Schools or Homeschooled Students should review the requirements above.

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

Admissions Requirements for Graduate Students

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

To complete the ACHS graduate admissions process, applicants must:

- Complete an online application at achs.edu/application-for-admission-to-achs/, including any required admissions assessment(s) and/or disclosures acknowledgements.
- Submit official, unopened transcripts: All graduate-level applicants are required to submit an official, unopened transcript demonstrating conferral of a U.S. Department of Education approved accredited bachelor degree or higher. Students should submit previous graduate-level transcripts for transfer of credit review; students using military education benefits are required to submit all official college transcripts.
- Transcripts should be issued and sent directly to ACHS; transcripts issued to the student cannot be accepted as official. Certified electronic transcripts can be sent to registrar@achs.edu; mailed transcripts should be sent to ACHS, 5005 S. Macadam Avenue, Portland, OR 97239.
- Learn more about accepted transcripts at 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.
- For doctorate applicants, meet with the Dean of Integrative Health & Nutrition.
- Be approved for admission by the Admissions Committee.

- Read and sign the Academic Plan and Enrollment Agreement provided by Admissions following acceptance.
- Make the first payment or receive a Financial Aid Award letter to secure a place in class.
- Complete the ACHS Student Orientation to be fully admitted to ACHS and begin the first semester.

Admission of International Students

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

Lifelong Learners

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

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

What Happens After Applying for Admission?

ACHS admissions advisors are here to assist applicants with the application process. Applicants can call or email at any time, or schedule a time to meet with an advisor at achs.edu/admissions/speak-achs-admissions-advisor/. Applicants will work with their admissions advisor and discuss their interests, goals, and training needs. ACHS admissions advisor will explain programs, study methods, commitment, tuition and payment plans, and answer any questions. Here's an overview of what happens after applying:

1. Completed applications with all required documents are presented to the Admissions Committee. The Admissions Committee may request additional information if needed to recommend admission.
2. Admissions advisors notify applicants of the Admissions Committee's decision as soon as possible via phone, email, text, or mail based on the applicant's contact preferences.
3. Admissions advisors work with each applicant to create an academic plan based on recommended course sequences, preferred study schedules, and course availability and assist applicants to finalize payment options.
4. When payment is made or a funding authorization has been received and the applicant has signed their Enrollment Agreement, the Registrar's Office will process the student's enrollment and registration for the first semester.
5. Upon enrollment, ACHS course packs, textbooks, and related information will be shipped to students to arrive before the class starts, depending on the student's date of registration. Students will also begin orientation in advance of their first semester. Students will be able to log into their class on the 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.
6. Students are required to complete the ACHS Student Orientation before their first semester begins. Students are provisionally enrolled until they have successfully taken this step. Students who do not successfully complete the orientation will be referred back to their admissions advisor for additional support and coaching to ensure the student is prepared to begin their academic career with ACHS.

Shipping

ACHS ships 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. Admissions advisors can also provide an international shipping estimate as needed.

Academic Advising

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

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

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

Transfer of Credit

Transfer of Credit to ACHS

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

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

ACHS may accept credits earned from post-secondary institutions that are accredited by U.S. Department of Education approved accrediting agency. A minimum of a "C" or better is required for transfer to undergraduate and graduate programs (excluding Doctorate programs); a minimum of a "B" or better is required for transfer to doctorate

programs. Transferred courses must be comparable to the content of ACHS courses and have been completed at the corresponding level of study.

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

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, or Parchment.

College Board Advanced Placement (AP) Tests

ACHS grants undergraduate course credit for Advanced Placement (AP) tests as applicable. More information about accepted tests can be found online at achs.edu/AP-tests.

Credit for Experiential Learning

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

Earning Credit by Exam

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

Maximum Allowable Transfer Credit

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

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

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

At the doctorate level — A maximum of 9 of the 60 credits required for a doctorate degree may be awarded through transfer credit.

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 acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx.

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

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

Transfer of Credit to Other Institutions

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

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

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 is committed to students' financial wellness as well as their academic success and believes that education is an investment in students' futures. ACHS continually works to ensure students receive the best education for their education dollar.

Tuition includes:

- Expert faculty with real-world professional experience in each course
- All instruction and evaluation, including live lessons and weekly interaction with professors
- Dynamic, content-rich online lectures updated regularly to include the latest evidence-based research and industry updates
- Success coaching and student services support, including email and telephone support
- Access to the ACHS Student Center including writing and study support resources
- Access to TimelyCare by TimelyMD with 24/7 Access to Virtual Care, Self-Care & Well-Being Tools including Health Coaching

2023-2024 Undergraduate Tuition and Fees

\$394 per semester credit

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

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

2023-2024 Graduate Tuition and Fees

\$612 per semester credit

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

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

2023-2024 Doctorate Tuition and Fees

\$675 per semester credit

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

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

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

Course Materials

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

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

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

Details for the required materials in courses are published on each course description page at achs.edu. Required textbooks are published online at achs.edu/student-services/required-textbooks/.

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, required textbooks, 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 to purchase from 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 on the ACHS website at achs.edu for an itemized description of the required course pack.

Required commercial (publisher) textbooks are also listed on the ACHS website at achs.edu/student-services/required-textbooks/; required textbooks are mandatory for all students in order to successfully complete each course.

Online Materials, Library, and Resources Fee

Each course materials fee includes a fee for online materials resources and library. Visit achs.edu/admissions/tuition-and-funding/what-does-it-cost for more information. This fee includes an. Additional information is provided in this Catalog under Library Services. Additional services include:

- Access to extensive virtual library to assist students with research, including subscription-only databases and lending libraries
- Access to mobile-friendly, interactive online classrooms including course videos, interactive tutorials, and audio resources
- Ask-a-Librarian Feedback Widget
- Ask-the-Librarian Discussion Board

Estimated Total Annual Expense

The estimated total annual tuition expense for full-time ACHS undergraduate students is \$9,456 based on 24 semester credits per year; \$11,016 for graduate students based on 18 semester credits per year; and \$10,800 for doctorate students based on 16 semester credits per year. Additional information about tuition and fees can be found at achs.edu/admissions/tuition-and-funding/what-does-it-cost.

Projected Maximum Cost

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

Costs Not Covered by Tuition

- **Computer:** Each student will need a computer with Internet access that meets the minimum technology requirements (view information about Technology at ACHS online at achs.edu/student-services/technology-requirements). Please note all students must have a web cam for exam proctoring.
- **Supplemental Reading:** All textbooks required to complete each course are itemized in the Total Course Price. Faculty and ACHS experts may provide additional optional recommended reading published on the Apothecary Shoppe College Store website at apothecary-shoppe.com; purchase is not required.

Other Fees for Students with Special Circumstances

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

Tuition Payment Options

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

ACHS is approved for qualifying students to receive funding from:

- In-house Semester and Monthly Payment Installment Plans (PIPs)
- Federal student aid programs (Federal School Code 04194400)
- 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
- Private student loans

More information about ACHS's tuition options is available at achs.edu/admissions/financial-aid-achs/.

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

ACHS does not participate in work-study programs or offer student jobs at this time.

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. Monthly Payment Installment Plans ("PIPs") are a courtesy extended to help students budget for college without taking on student loan debt. PIPs are simply the semester balance divided by the installment plan. 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). Students should contact the Business Office immediately if they 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

When using a debit card for a monthly payment plan, students assume all liability for overdraft fees. ACHS recommends that students only use a debit card if overdraft protection is available on the account. ACHS's billing system will charge the credit card on file automatically each month. ACHS can only make changes to a payment if a written request is received at least seven (7) days prior to the charge. For students without a credit card for automatic monthly payments, they 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 is not able to predict future costs. ACHS's Board of Directors carefully reviews cost-savings initiatives and opportunities to maximize each student's investment before considering a tuition increase. In addition, ACHS continually works with vendors to negotiate the best pricing on course materials to provide the highest quality and most affordable course packs to students.

How to Register for Classes

Students may have an academic plan scheduled at the time of enrollment or may register each semester. Visit achs.edu/achs-student-services for information or contact student services at 800.487.8839.

To make a payment for an upcoming semester, please visit achs.edu/pay-online. For security purposes, please do not email credit card or financial information.

Questions?

For questions about payment plans, current balance, or to request a current statement, please contact the Business Office at 800.487.8839.

Third-Party Billing Agreements

ACHS will bill employers who pay tuition for their employees. For employers who pay at the end of the semester, students may provide ACHS with a signed letter of financial guarantee at the time they register for classes.

Third-Party Credit Cardholders

Students using a third-party credit card should have the cardholder complete the payment form at 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 a student's 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 achs.edu/achs-tuition-and-funding or call the Business Office at 800.487.8839.

General Information Regarding Military Education Benefits

Veterans and qualifying dependents may be eligible to receive education benefits. Please visit the GI Bill®¹ website (benefits.va.gov/gibill/) to determine what benefits may be available to you. Questions regarding your specific eligibility should be directed to the Veterans Affairs at 888.442.4551.

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

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

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

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

¹ 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 benefits.va.gov/gibill/.

Select ACHS Programs are Approved for Veterans Funding

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

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.

ACHS Refund Policy

ACHS works hard to provide excellence in education for all students. However, if a student's circumstances change and they decide not to continue studies with ACHS, the following refund policy applies. Students may cancel or withdraw in any manner. Requests should be sent to Student Services via email to stuserv@achs.edu; phone or fax to 800.487.8839; or mailed to ACHS, 5005 S. Macadam Ave, Portland, OR 97239.

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; students may receive a refund or owe a balance.

Right to Cancel

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

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

Refund Policy

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

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

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

Please visit achs.edu/tuition-and-funding/refund-policy for additional refund information for students using military tuition assistance benefits.

Prorated Tuition Charges

For a 15-week semester:

Withdrawal received:	Amount Refunded:
Before the start of the semester	100% of tuition
During week 1 of the semester	94% of tuition
During week 2 of the semester	87% of tuition
During week 3 of the semester	80% of tuition
During week 4 of the semester	73% of tuition
During week 5 of the semester	67% of tuition
During week 6 of the semester	60% of tuition
During week 7 of the semester	53% of tuition
During week 8 of the semester	47% of tuition
During weeks 9-15 of the semester	No refund

Sample Tuition Refund Calculation

Charges to student:

ACHS Institutional Charge	Amount
New Student Registration Fee	\$200
Tuition (3-credit undergraduate course @372)	\$1,182
Total Tuition & Registration Fee Charged:	\$1,382

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

ACHS Institutional Charge	Amount
New Student Registration Fee	\$0
Tuition (3-credit undergraduate course @372)	$\$1,182 \times .80 (80\%) = \945.60
Eligible Refund:	\$945.60

For a 7.5-week semester:

Withdrawal received:	Amount Refunded:
Before the start of the semester	100% of tuition
During week 1 of the semester	88% tuition
During week 2 of the semester	75% of tuition
During week 3 of the semester	63% of tuition
During week 4 of the semester	50% of tuition
During weeks 5-7.5 of the semester	No refund

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

ACHS Institutional Charge	Amount
New Student Registration Fee	\$0
Tuition (3-credit undergraduate course @372)	$\$1,182 \times .63$ (63%) = \$744.66
Eligible Refund:	\$744.66

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

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 stackable credentials. The graduation fee includes a decorative embossed Diploma to display credential(s).

Other Fees

If students experience special circumstances during their studies with ACHS, they may incur additional following fees. View the current fees online at achs.edu/other-optional-fees.

ACHS Refund Policy for Students Residing in California

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

Again, students may cancel or withdraw in any manner. Requests should be sent to Student Services via email to stuserv@achs.edu; phone or fax to 800.487.8839; or mail to ACHS, 5005 S. Macadam Ave, Portland, OR 97239. 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; students may receive a refund or owe a balance.

Right to Cancel

If a student withdraws within seven (7) business days of enrolling, 100% of tuition and fees paid will be refunded. This is referred to as the cooling off period. Please note that ACHS processes student enrollment and shipment of course materials after this period.

Refund Policy for California Residents

If using federal student loans, a private student loan, or other third-party funding, it is the student's 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):

- Withdrawal received within seven (7) business days of enrolling: 100% of tuition and fees paid will be refunded. This is referred to as the cooling off period. Please note that ACHS processes student enrollment and shipment of course materials after this period.

- Withdrawal received before class starts and after seven business days of enrolling: Students are entitled to a refund of 100% of tuition, but the registration fee and any consumed fees (such as shipping charges) are not refundable.
- Withdrawal received after classes begin for a semester and after seven business days of enrolling: Students 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:

Withdrawal received:	Amount Refunded:
Within 7 business days of enrolling	100% of all monies paid
On or before Day 63 of a semester with 105 instructional days (within 60% of the semester)	Total tuition charged divided by number of days in class multiplied by the number of days remaining after withdrawal
On or after Day 64 of a semester with 105 instructional days (61% or more of the semester)	No refund

Sample Tuition Refund Calculation:

Charges to student:

ACHS Institutional Charge	Amount
New Student Registration Fee	\$200
Tuition (3-credit undergraduate course @\$394)	\$1,182
Total Tuition & Registration Fee Charged	\$1,382

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

ACHS Institutional Charge	Amount
New Student Registration Fee	\$0
Tuition (3-credit undergraduate course)	\$1,182 / 105 = \$11.26 per day charge.
Eligible Refund	\$11.26 x 93 days remaining after withdrawal = \$1047.18

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

Withdrawal Received	Amount Refunded
Within 7 business days of enrolling	100% of all monies paid
Before the start of the semester	100% of tuition
On or before Day 31 of a semester with 53 instructional days (within 60% of the semester)	Total tuition charged divided by number of days in class multiplied by the number of days remaining after withdrawal
On or after Day 32 of a semester with 53 instructional days (61% or more of the semester)	No refund

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

ACHS Institutional Charge	Amount
New Student Registration Fee	\$0
Tuition (3-credit undergraduate course)	\$1,182 / 53 days = \$22.30 per day charge.
Eligible Refund	\$22.30 x 41 days remaining after withdrawal = \$914.30

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 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 non-collection 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)

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

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

Return to 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 them, ACHS will reimburse the student a post-withdrawal disbursement that will be paid within 120 days of the date that ACHS determined that the student withdrew.

Refunds are allocated in the following order:

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

Withdrawals

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

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

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

If a student provides official notification to the school of their intent to withdraw, the withdrawal date is the date of the student's notification. If a student did not provide notification of their 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, they are 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 their 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 the ACHS Refund Policy. Therefore, even if a student has earned all of the federal aid disbursed to them according to the Department's formula, they may still owe funds to ACHS to cover unpaid institutional charges.

Late Disbursements & Overpayments

Conditions for a Late Disbursement

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

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

Inadvertent Overpayments

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

Only students who meet late disbursement criteria are entitled to keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment could not have been made as a late disbursement, ACHS will return the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment could have been made as a late disbursement, ACHS will return only the unearned portion of the inadvertent overpayment within 45 days of the College's date

of determination that the student withdrew. Unearned inadvertent overpayments will be returned according to the requirements for the return of unearned funds.

Grant Overpayments

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

Learn More

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

Undergraduate Programs of Study

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

Students can enroll for up to three courses (nine semester credits) without first choosing to apply to a certificate, diploma, or degree program. Undergraduate courses range in credits and require at least three hours of study per week, per semester credit. For example, expect a three semester credit course to require at least nine hours per week of study time. Courses are offered in standard terms of 15 or 7.5 weeks.

Undergraduate Programs Offered

Undergraduate Degree Programs

Associate of Applied Science in Integrative Health Sciences

Associate of Applied Science in Health and Wellness

Bachelor of Science in Holistic Nutrition

Bachelor of Science in Integrative Health Sciences

Undergraduate Certificate Programs

Certificate in Aromatherapy

Certificate in Herbal Studies

Certificate in Holistic Nutrition Consulting

Certificate in Integrative Health and Fitness Training

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

Elective Tracks

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

Recommended Course Sequence

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

Disclaimer

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

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

Associate of Applied Science in Integrative Health Sciences

achs.edu/program/associate-applied-science-complementary-alternative-medicine-online-aas

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

Overview

This program is designed to help guide the evolution of healthcare by creating, educating, and actively supporting a community of professionals who embody the philosophy and practice of integrative health.

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

Students will integrate their learning across a wide variety of integrative health 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 the modalities studied.

Graduates from the Associate of Applied Science in Integrative Health Sciences (AAS IHS) program will be able to:

- Explain aspects of the human body's structure, function, and disease to individuals of all knowledge levels.
- Compare allopathic and holistic treatment protocols to provide options for optimal client wellness.
- Explain human anatomy, physiology, and medical terminology in the professional practice of integrative health modalities.
- Apply knowledge of safe and effective use of integrative health and wellness modalities in the creation of personalized wellness plans.
- Develop professional skills and business standards in a health and wellness setting or role, including record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 60 credits distributed in the following way:

- **English Composition:** Students must complete at least six semester credit hours of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.
- **General Education:** ACHS students complete a total of 21 credits of general education. HECC requires students to complete at least 15 semester credit hours in general education courses including the undergraduate English composition requirement.
- **Core Requirements:** ACHS students complete 30 credits of core requirements in this program. HECC requires students to complete at least 24 semester credit hours in the humanities, sciences, and social sciences, or in non-vocational courses closely related to them.
- **Elective Track:** To complete this program, students may select nine credits of elective study.

Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/program/associate-applied-science-complementary-alternative-medicine-online-aas.

Electives

If an elective track is not selected, students will complete nine credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See achs.edu/program/associate-applied-science-complementary-alternative-medicine-online-aas for a list of all current elective options.

Total Credits Required: 60

Associate of Applied Science in Health and Wellness

achs.edu/program/associate-applied-science-health-and-wellness

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

Overview

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

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

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

- Identify strategies for behavior change, empowering individuals with the knowledge to make healthy choices in nutrition and lifestyle.
- Explore research to discover the ever-evolving landscape of integrative health and wellness.
- Explain aspects of the human body's structure, function, and disease to individuals of all knowledge levels.
- Develop community wellness and health education programming to promote optimal health.
- Distinguish when individuals require the expertise of other healthcare providers to ensure their path to optimal well-being.
- Cultivate strong interpersonal skills to establish rapport, actively listen, and empathize with individuals seeking support.

Curriculum

Students complete 60 credits distributed in the following way:

- **English Composition:** Students must complete at least six semester credit hours of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.
- **General Education:** ACHS students complete a total of 24 credits of general education. HECC requires students to complete at least 15 semester credit hours in general education courses including the undergraduate English composition requirement.
- **Core Requirements:** ACHS students complete 24 credits of core requirements in this program. HECC requires students to complete at least 24 semester credit hours in the humanities, sciences, and social sciences, or in non-vocational courses closely related to them.
- **Elective Track:** To complete this program, students may select an elective track or 12 credits of elective study.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/program/associate-applied-science-health-and-wellness.

Electives

If an elective track is not selected, students will complete 12 credits of elective study to further specialize their training and may choose from all undergraduate courses; prerequisites must be met where applicable. See achs.edu/program/associate-applied-science-health-and-wellness for a list of all current elective options.

Total Credits Required: 60

Bachelor of Science in Holistic Nutrition

achs.edu/program/bachelor-science-holistic-nutrition

Overview

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

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

This program is designed to meet all requirements of an undergraduate bachelor of science degree including 30 credits in general education, 30 credits in core sciences, 30 credits in nutrition, and 30 credits in elective courses for a total of 120 semester credit hours (four academic years in full-time post-secondary study); at least 40 semester credit hours (60 QCH) shall be in upper-division courses. Note: Students enrolled in the Bachelor of Science in Holistic Nutrition are required to persist at a rate of half-time or greater as a standard rate of pursuit for eligible program completion.

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

- Compare the different types of nutraceuticals, such as vitamins, minerals, herbal supplements, and functional foods.
- Evaluate current research, including theories, practices, ethical and cultural considerations in the practice of functional nutrition and integrative health modalities.
- Apply theories and models of behavior change to promote optimal wellness across diverse populations.
- Develop skills in delivering engaging and informative nutrition education sessions to clients, communities, and organizations to promote optimal health.
- Apply critical thinking and problem-solving skills to identify business opportunities, assess risks, and make informed decisions.

- Assess new ideas, trends, and approaches to drive growth, innovation, and sustainability in a holistic wellness business.
- Develop the components of a nutrition business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 120 credits distributed in the following way:

- **English Composition:** Students must complete at least one year (six semester credit hours) of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.
- **General Education:** The degree requires 30 semester credit hours of general education made up of the one-year undergraduate English composition requirement and 24 semester credit hours in the liberal arts and sciences, with at least six credits in each of the three areas: humanities, social sciences, and natural sciences.
- **Science Core Requirements:** A science degree, the B.S. requires one academic year in the social or natural sciences (i.e., 30 semester credit hours), of which 12 can be in mathematics and state-approved computer courses.
- **Major Core Requirements:** The degree requires distinct specialization (i.e., a “major”), which entails approximately 30 semester credit hours in the main subject, with 20 semester credit hours in upper division; 15 semester credits of upper-division hours must be taught by ACHS faculty. A dual major simply doubles these numbers.
- **Elective Track:** To complete this program, students may select 30 credits of elective study.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/program/bachelor-science-holistic-nutrition.

Electives

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

Total Credits Required: 120

Bachelor of Science in Integrative Health Sciences

achs.edu/program/bachelor-science-integrative-health-sciences

Overview

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

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

This program is designed to meet all requirements of an undergraduate bachelor of science degree including 30 credits in general education, 30 credits in core sciences, 30 credits in integrative health sciences, and 30 credits in elective courses for a total of 120 semester credit hours (four academic years in full-time post-secondary study); at least 40 credits shall be in upper-division courses. Note: Students enrolled in the Bachelor of Science in Integrative Health Sciences are required to persist at a rate of half-time or greater as a standard rate of pursuit for eligible program completion.

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

- Explain aspects of the human body's structure, function, and disease to individuals of all knowledge levels.
- Apply integrative health modalities, such as nutrition, lifestyle modifications, mind-body techniques, and wellness modalities, to support optimal health.
- Differentiate therapeutic properties and benefits of various natural ingredients, such as herbs, essential oils, carrier oils, and other botanical preparations commonly used in natural product making.
- Apply knowledge of the safe and effective use of integrative health and wellness modalities to develop personalized wellness plans.

- Examine research, including theories, practices, and ethical and cultural considerations to promote holistic health.
- Develop professional skills and business standards in a health and wellness setting or role, including record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 120 credits distributed in the following way:

- **English Composition:** Students must complete at least one year (six semester credit hours) of English composition or equivalent Oregon Higher Education Coordinating Commission (HECC)-approved writing courses. Students may meet this requirement by achieving a score on a nationally normed test that would permit a waiver of English composition requirements or the award of academic credit in English composition at an accredited college or university.
- **General Education:** The degree requires 30 semester credit hours of general education made up of the one-year undergraduate English composition requirement and 24 semester credit hours in the liberal arts and sciences, with at least six credits in each of the three areas: humanities, social sciences, and natural sciences.
- **Science Core Requirements:** A science degree, the B.S. requires one academic year in the social or natural sciences (i.e., 30 semester credit hours), of which 12 can be in mathematics and state-approved computer courses.
- **Major Core Requirements:** The degree requires distinct specialization (i.e., a “major”), which entails approximately 30 semester credit hours in the main subject, with 20 semester credit hours in upper division; 15 semester credits of upper-division hours must be taught by ACHS faculty. A dual major simply doubles these numbers.
- **Elective Track:** To complete this program, students may select 30 credits of elective study.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/program/bachelor-science-integrative-health-sciences.

Electives

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

Total Credits Required: 120

Certificate and Diploma Programs

ACHS's certificate and diploma programs are designed to provide a foundation for advanced training and specialized knowledge and skills for integrative health and wellness professionals.

Students can choose from a range of specialties, including:

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

Completion of a certificate or diploma program does not constitute a degree. Students are eligible to complete a certificate or diploma and apply those credits toward completion of an ACHS undergraduate degree within the eligible completion time and in compliance with the undergraduate admissions requirements.

Admission

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

Standards

Students are expected to perform at the same level as matriculated ACHS undergraduate students. Certificate and diploma students take many of the same courses that are available to ACHS AAS students and the same policies and procedures apply.

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 in Aromatherapy, Registered Aromatherapist (RA)

achs.edu/program/certificate-aromatherapy-online-cert-aroma

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

Graduates of the Certificate in Aromatherapy will be able to:

- Explain modern and historic aromatherapy definitions, theories, practices, and methods of essential oil extraction and quality assessment.
- Classify essential oils based on their botanical profile, chemical constituents, and therapeutic properties.
- Create safe, effective, evidence-based, holistic aromatherapy wellness plans to support optimal health.
- Compose evidence-based case study reports and literature reviews to contribute to the professional field of aromatherapy.
- Develop the components of an aromatherapy business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 16 credits distributed in the following courses:

AROMA 101 Introduction to Aromatherapy
AROMA 203 Aromatherapy I
AROMA 303 Aromatherapy II
AROMA 304 Aromatherapy III
IHS 100 Principles & Practices of Integrative Health
NAT 306 Holistic Health Consulting and Business Skills

Total Credits Required: 16

Certificate in Herbal Studies

achs.edu/program/certificate-herbal-studies-online-cert-herb

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 Studies will be able to:

- Explain modern and historic herbal definitions, theories, practices, and methods of production and quality assessment for botanicals.
- Classify herbs based on their botanical profile, chemical constituents, and therapeutic properties.
- Create safe, effective, evidence-based, holistic herbal wellness plans to support optimal health.
- Compose evidence-based case study reports and literature reviews to contribute to the professional field of herbal medicine.
- Develop the components of an herb business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 16 credits distributed in the following courses:

IHS 100 Principles & Practices of Integrative Health

HERB 101 Basics of Herbalism

HERB 201 Herbal Studies

HERB 331 Botany & Plant Identification

NAT 305 Wellness Coaching & Communication Skills

NAT 306 Holistic Health Consulting and Business Skills

Total Credits Required: 16

Certificate in Holistic Nutrition Consulting

achs.edu/program/certificate-holistic-nutrition-consulting-online-chnc

This program provides training in how to educate others about appropriate holistic health protocols to support and rebalance the body and restore wellness for general good health through holistic nutrition protocols. Tools for increased health and well-being and a more natural, balanced way of life are also covered. This program includes training in how to establish a practice, locate information from state regulatory bodies to ensure compliance with local and state requirements, and discuss current topics in holistic nutrition to provide current evidence-based support.

Graduates of the Certificate in Holistic Nutrition Consulting will be able to:

- Construct strategies to provide clients, consumers, and organizations with information to make healthy choices in nutrition and lifestyle.
- Analyze the impact of behavioral factors, lifestyle choices, and environmental factors on the cause and progression of disease.
- Use essential components of effective listening skills to apply in coaching sessions.
- Develop the components of a holistic nutrition business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 16 credits distributed in the following courses:

IHS 100 Principles & Practices of Integrative Health

NUT 101 Introduction to Nutrition OR NAT 101 Nutrition, Bodycare & Herbalism

NAT 305 Wellness Coaching & Communication Skills

NAT 306 Holistic Health Consulting and Business Skills

NUT 308 Holistic Nutrition

NUT 309 Topics in Holistic Nutrition

Total Credits Required: 16

Certificate in Integrative Health and Fitness Training

achs.edu/program/certificate-integrative-health-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:

- Evaluate the different types of nutraceuticals, such as vitamins, minerals, herbal supplements, and functional foods, to support fitness training plans.
- Examine anatomy and exercise physiology to support optimal athletic performance.
- Assess client health, fitness, and goals to determine appropriate fitness training and nutrition training plans.
- Design and implement individualized training plans tailored to athletes' specific needs and goals for optimal sports performance.
- Cultivate strong interpersonal skills to establish rapport, actively listen, and empathize with individuals seeking support.
- Apply appropriate scope of practice, code of ethics, and requirements for fitness training and wellness coaching.

Curriculum

Students complete 16 credits distributed in the following courses:

IHS 100 Principles & Practices of Integrative Health

NUT 101 Introduction to Nutrition **OR** NUT 308 Holistic Nutrition

NUT 304 Sports Nutrition

PFT 101 Personal Fitness Training

HLTH 101 Personal & Community Health

NAT 305 Wellness Coaching & Communication Skills Online

Total Credits Required: 16

Certificate in Natural Products Manufacturing

achs.edu/program/certificate-natural-products-manufacturing-online-cnpm

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:

- Compare formulations for a variety of natural products, including lotions, creams, salves, and other aromatherapy and herbal products used for personal and retail use.
- Recall safety considerations and administration methods when using natural products, including aromatherapy and herbal formulations.
- Evaluate current FDA regulations for cosmetic and food supplement claims and labeling guidelines for natural product manufacturing.
- Explain current and historical aromatherapy, herbal medicine, nutrition, and integrative health terminology, theories, and practices.
- Develop the components of a natural products' business to effectively implement record keeping, insurance, consumer guidelines, ethical and legal considerations, marketing, and networking.

Curriculum

Students complete 16 credits distributed in the following courses:

AROMA 101 Introduction to Aromatherapy

IHS 100 Principles & Practices of Integrative Health

HERB 101 Basics of Herbalism

HLTH 101 Personal & Community Health

NAT 101 Nutrition, Bodycare & Herbalism OR NUT 101 Introduction to Nutrition

NAT 306 Holistic Health Consulting and Business Skills

Total Credits Required: 16

Certificate in Wellness Consulting

achs.edu/program/certificate-wellness-consulting-online-cwc

The Certificate in Wellness Consulting covers a diverse selection of holistic modalities that can support clients in achieving optimal health. Students gain an understanding of 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 the Certificate in Wellness Consulting will be able to:

- Explain the causes, development, and signs of diseases to inform wellness support plans.
- Apply current research, including the major literature, theories, practices, ethical and cultural issues, and research methods for best practices in wellness protocols and education.
- Develop evidence-based wellness protocols using a variety of integrative health modalities.
- Identify activities and coalitions with community organizations to promote health policies that improve health and wellness.
- Develop the components of a wellness coaching practice to effectively implement record keeping, insurance, consumer guidelines, ethical and legal considerations, marketing, and networking.

Curriculum

Students complete 16 credits distributed in the following courses:

IHS 100 Principles & Practices of Integrative Health

NAT 302 Holistic Pathophysiology

NAT 305 Wellness Coaching & Communication Skills

NAT 306 Holistic Health Consulting and Business Skills

6 credits of upper division elective credit (300-400 level undergraduate course; prerequisites apply as applicable)

Total Credits Required: 16

Diploma in Aromatherapy - Master Aromatherapist

achs.edu/program/diploma-aromatherapy-master-aromatherapist-online-dip-aroma

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

Graduates of the Diploma in Aromatherapy will be able to:

- Explain modern and historic aromatherapy definitions, theories, practices, and methods of essential oil extraction and quality assessment.
- Communicate human anatomy, physiology, and medical terminology in the professional practice of aromatherapy.
- Assess essential oil constituents to formulate aromatherapy blends by evaluating their aroma, therapeutic actions, toxicity, pharmacokinetics, and pharmacodynamics (aroma, how they move through the body, and how they work)
- Recall essential oil botanical names, constituents, therapeutic actions, drug interactions, contraindications, toxicology, and methods of administration to develop safe and effective aromatherapy formulations.
- Compose evidence-based case study reports and literature reviews to contribute to the professional field of aromatherapy.
- Apply informed consent, intake skills, scope of practice, assessment skills, and aromatherapy protocols to design evidence-based aromatherapy wellness plans.
- Develop the components of an aromatherapy business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 27 credits distributed in the following courses:

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

Total Credits Required: 27

Diploma in Herbal Studies - Master Herbalist

achs.edu/program/diploma-herbal-studies-master-herbalist-online-mh

This Diploma program is a rigorous and extensive program designed for the serious student seeking a professional 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.


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

- Determine the legal and professional standards of herbal practice, including record keeping, required insurance, the scope of practice, ethics, legal issues, marketing, business management, professional networking, and supply sourcing.
- Examine the history, philosophy, and therapeutic models of global herbal healing systems.
- Evaluate current evidence-based herbal research methods, data, and applications.
- Describe human systems and appropriate medical terminology in the application of herbal support protocols and the study of materia medica.
- Implement competent herbal materia medica legal, safety, therapeutic indications, and administration strategies.
- Assess plant botany and sustainability best practices in the field of herbalism.
- Design safe and effective, evidence-based, holistic herbal lifestyle support plans.
- Develop evidence-based case study reports and literature reviews on pertinent herbal topics.

Curriculum

Students complete 39 credits distributed in the following courses:

HERB 101 Basics of Herbalism
HERB 201 Herbal Studies
HERB 302 Herbal Materia Medica I
HERB 303 Herbal Materia Medica II
HERB 304 Herbal Materia Medica III
HERB 331 Botany & Plant Identification
NAT 210 Anatomy & Physiology I
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 and Business Skills

Total Credits Required: 39

Diploma in Holistic Health Practice

achs.edu/program/diploma-holistic-health-practice-online-hhp

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.

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

- Explain human anatomy, physiology, and medical terminology in the professional practice of holistic health.
- Interpret current research, including theories, practices, and ethical and cultural considerations to promote holistic health.
- Utilize effective communication skills to develop trust and confidence during client consultation sessions.
- Develop the components of a wellness business to effectively implement record keeping, insurance, scope of practice, ethics, legal considerations, marketing, networking, and state and federal regulations.
- Apply informed consent, intake skills, scope of practice, assessment skills, and wellness protocols in the design of evidence-based wellness plans.
- Identify opportunities for community agencies to promote health and wellness.

Curriculum

Students complete 36 credits distributed in the following way:

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

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/program/diploma-holistic-health-practice-online-hhp.

Electives

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

Total Credits Required: 36

Undergraduate Course Descriptions

AROMA 101 Introduction to Aromatherapy, 3 credits

Prerequisites: None

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

AROMA 203 Aromatherapy I, 3 credits

Prerequisites: AROMA 101

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

AROMA 303 Aromatherapy II, 3 credits

Prerequisites: AROMA 203

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

AROMA 304 Aromatherapy III, 3 credits

Prerequisites: AROMA 203

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

AROMA 305 Aromatherapy Chemistry, 3 credits

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

This course explores the chemical components of plant essential oils. Students will learn the names, general structural features, key safety concerns, therapeutic actions, and aromas of key essential oil chemical constituents. This course starts with an introductory review of foundational chemical terms and principles. It discusses how plants create essential oils and the types of organic chemical families found in essential oils. Students connect this information with real aromatherapy applications through practical lab exercises where they perform organoleptic testing with isolated essential oil constituents (for example, linalool) and a corresponding essential oil that contains that constituent (for example, lavender). This course also examines essential oil quality assessment techniques and how essential oil constituents interact with the body. This class is exciting and valuable for anyone working with botanicals or in integrative health, natural product development, or perfumery.

BIO 111 Introduction to Biology, 3 credits

Prerequisites: None

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

BUS 101 Introduction to Business, 3 credits

Prerequisites: None

This course gives students an overview of business and entrepreneurship in an increasingly global society. The course examines businesses in a changing world, starting and growing a business, managing for quality and competitiveness, customer-driven marketing, digital marketing, and social media, and financing the enterprise. Students will develop a business plan presentation.

BUS 304 Business Communications, 3 credits

Prerequisites: None

This course provides the foundations for integrative health business communication, including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes reviewing resumes, application letters, interviewing tips, and employment follow-up documents to help prepare students to navigate as wellness professionals.

BUS 390 Marketing, 3 credits

Prerequisites: None

This course introduces the basic entrepreneurial marketing concepts and provides a framework for analyzing marketing opportunities and challenges. We look at the critical role marketing plays in modern wellness business organizations. As an integral part of the course, students will engage in experiential learning activities, including a marketing plan presentation, allowing them to apply their knowledge and skills in practical contexts.

CHEM 120 Introduction to Chemistry, 3 credits

Prerequisites: None

Chemistry is a branch of science that studies matter and evaluates its structure and properties. In this course, students will learn the fundamentals of measurements in chemistry and the scientific method and study the periodic table's atoms, elements, and trends. Chemical bond formation and chemical reactions and applications of these

concepts to biological systems are explored with a focus on medical and health-related aspects.

ENG 101 English Composition I, 3 credits

Prerequisites: None

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

ENG 201 English Composition II, 3 credits

Prerequisites: None

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

ENV 201 Introduction to Environmental Science, 3 credits

Prerequisites: None

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 coaching 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

This course provides students with the foundational principles of the art and science of herbalism. Students will explore the historical use of herbs, methods of create key types herbal preparations. Students will also be emersed in foundational herbal materia medica, learning the botanical profiles and therapeutic uses of important botanicals. This interactive course includes an herb kit which students use for hands-on practical lab assignment and discussions, which allow them to interact with the herbs studied. This course supports students to build their herbal studies knowledge base, interact in their community of other herbal studies students, practice making simple herbal remedies, and cenetral administration strategies in herbalism.

HERB 201 Herbal Studies, 3 credits

Prerequisites: None

This course immerses students with intermediate knowledge of foundational principles in the art and science of herbalism. Students continue their herbal materaia medica studies with exloration of herbal formulation, dosages, herbal safety and the therapeutic use of important botanicals. This course includes an herb kit which students use to complete hands-on practical lab assignments and discussions, interacting with the herbs and formulas studied. Students practice components of applying their materia medica and formulating knowledge to hypthetical case study

discussions, where students can receive support and interaction with their peers and instructor.

HERB 302 Herbal Materia Medica I, 3 credits

Prerequisites: None

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

HERB 303 Herbal Materia Medica II, 3 credits

Prerequisites: HERB 302

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

HERB 304 Herbal Materia Medica III, 3 credits

Prerequisites: HERB 302

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

HERB 331 Botany & Plant Identification, 3 credits

Prerequisites: None

This course is designed to help students understand the identification of plants based on their scientific classification. Key plant families are studied in depth to provide a basis for identification of plants in the field. The course also covers the extensive

vocabulary of botany and plant identification, as they relate to roots, stems, leaves, surfaces, inflorescences, flowers, and fruits.

HIST 201 American History I, 3 credits

Prerequisites: None

This course delivers a broad survey of American history from New World 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: None

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: None

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.

IHS 100 Principles & Practices of Integrative Health, 1 credit

Prerequisites: None

IHS 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.

IHS 101 Integrative Health Approaches for Wellness, 3 credits

Prerequisites: None

This course explores the field of integrative health and wellness, building familiarity with the variety of modalities that fall under the integrative health umbrella along with their fundamental or core concepts, methodologies, and theoretical foundations. Students investigate the multifaceted meaning of the terms “holistic” and “integrative” and consider how each 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).

MTH 101 Quantitative Reasoning I, 3 credits

Prerequisites: None

This course will explore concepts and applications of math skills related to common workplace problems and real-life situations. Students will be introduced to topics including Working with Numbers, Percents, Ratios, Proportions, Basic Algebra, Reasoning, Estimation, Equation and Problem Solving, Financial Mathematics, and Geometry.

MTH 201 Quantitative Reasoning II, 3 credits

Prerequisites: None

This course will explore concepts and applications of math skills related to common workplace problems and real-life situations. Students will be introduced to topics including Linear Equations, Graphing, Functions, Quadratic Functions, Exponential Functions, Financial Math, Data Collection & Sampling, Graphic Displays of Data, and Statistics.

NAT 101 Nutrition, Bodycare & Herbalism, 3 credits

Prerequisites: None

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

NAT 202 Energetic Modalities I: Flower Essences, 3 credits

Prerequisites: None

Bach flower essences are a simple, natural, and safe modality developed by Dr. Edward Bach. Flower essences are used for emotional and psychological conditions

and are safe and effective for adults, children, babies, animals, and plants. In this course, you will study modules designed to take you through the fundamentals of flower essence therapy.

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

NAT 203 Historical Modalities I: Iridology, 3 credits

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

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

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

NAT 204 Energetic Modalities II: Homeopathy, 3 credits

Prerequisites: None

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

Two Greek words, homois meaning "similar" and pathos meaning "suffering," are the source of the word homoeopathy. The principle was understood as far back as 450 BC by Hippocrates, the Greek founder of medicine, and was further developed 1000 years later by Paracelsus, the Swiss alchemist. In the early 19th century, Dr. Samuel Hahnemann (1755-1843) developed and gave homeopathy the scientific and

systematic system as it is practiced today. Homeopathy is readily accepted in Britain and India where it is recognized as part of the National System of Medicine. The scientific principles developed by Hahnemann are empirically effective and continue to be followed with success.

NAT 210 Anatomy & Physiology I, 3 credits

Prerequisites: None

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

NAT 211 Anatomy & Physiology II, 3 credits

Prerequisites: NAT 210 or taken concurrently with NAT 210

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

NAT 212 Anatomy & Physiology III, 3 credits

Prerequisites: NAT 211 or taken concurrently with NAT 211

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

NAT 302 Holistic Pathophysiology, 3 credits

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

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

NAT 303 Holistic Pathology & Protocols, 3 credits

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

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

NAT 305 Wellness Coaching & Communication Skills, 3 credits

Prerequisites: None

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

Students will be exposed to contemporary models of wellness coaching, as well as specific application of these principles in holistic health scenarios. Students will

observe and practice application of wellness coaching skills to assist clients who require lifestyle and nutritional counseling.

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

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

Students will prepare to assess client needs and provide culturally appropriate wellness coaching, as well as customized encouragement to adopt healthy lifestyles. The course requires recorded wellness coaching sessions.

NAT 306 Holistic Health Consulting and Business Skills, 3 credits

Prerequisites: None

This course centers on the entrepreneurial skills that help students bridge the gap from their academic wellness specialty to the real world. Topics include entrepreneurial planning and success strategies, career pathways, professional wellness organizations, business planning and operations, entrepreneurial ethics and legalities, therapeutic communication, and marketing fundamentals. Students will develop either a lean business plan or an employment toolkit.

NAT 307 Healthcare Terminology, 3 credits

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

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

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

NUT 101 Introduction to Nutrition, 3 credits

Prerequisites: None

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

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

NUT 210 Nutrition, 3 credits

Prerequisites: None

Food is eaten for sustenance, pleasure and has shaped cultures, religions and history. In this course, the student will explore the migration of people to the United States as well as within the United States from rural areas to urban areas in the early 20th century. The change in food and eating habits as a function of loss of culture, technical and agricultural innovations that affected the food industry during this time frame will be studied. The student will explore how these actions have profoundly affected the health and wellness of the population resulting in increased chronic diseases and autoimmune diseases. Food selection, preparation and recipes to restore balance of the body and reduce the risk of detrimental health effects are studied using whole foods, fermented foods, herbs and healthy sources of fats.

NUT 301 Advanced Nutrition Principles I, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

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

NUT 302 Advanced Nutrition Principles II, 3 credits

Prerequisites: NUT 301

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

NUT 303 Nutrition Across the Lifespan, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

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

NUT 304 Sports Nutrition, 3 Credits

Prerequisites: None

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

NUT 308 Holistic Nutrition, 3 credits

Prerequisites: None

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

NUT 309 Topics in Holistic Nutrition, 3 credits

Prerequisites: None

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

NUT 311 Food Production & Healthy Cooking, 3 credits

Prerequisites: None

This course covers the how's and the why's to produce safe, high-quality foods. Its goal is to help students develop an understanding of food preparation and science within the context of societal concerns related to health and food safety. By integrating

scientific principles of food preparation with basic production techniques, students develop a strong foundation in each of the topics.

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

NUT 312 Nutrition Profession and Practice, 3 credits

Prerequisites: None

This course provides detailed descriptions of a broad spectrum of career choices as well as information on specific practice areas in which today's nutrition professionals are employed. In addition, this course covers emerging areas of practice that require specific knowledge and skills along with a broad understanding of community health needs. The course takes a conceptual approach that includes historical background, educational requirements, and roles and functions of nutrition professionals.

NUT 401 Nutrition and Dietary Supplements, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

This course reviews evidence-based information to support the clinical use of more than 50 different natural herbs, supplements, and nutrients. Students will understand and discuss available nutrition and dietary supplement support for more than 30 common health conditions.

NUT 415 Nutrition Coaching & Communication Skills, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

This course teaches students how to clearly and effectively talk with clients about nutrition. It also provides detailed counseling and communications strategies, and discussions of relevant social, cultural, and psychological factors that give students a realistic, hands-on approach to developing their counseling skills.

NUT 499 Special Topics in Nutrition – Vegetarian and Gluten-Free Diets, 3 credits

Prerequisites: None – Prior or concurrent nutrition training is recommended

This course highlights the current trends and research on vegetarian diets and translates the information into practical ideas to assist dietitians and other healthcare providers in aiding their clients. The course presents vital information on vegetarian nutritional needs, healthier and more satisfying diets, as well as guidelines for supporting clients of all ages and clients with special considerations, such as pregnant women, athletes, and diabetics. The course takes into account new research, epidemiological studies, debates, and changes in the food market as well as the different types of vegetarian diets.

In addition, this course presents information on nutritional information and practical strategies for healthy gluten-free living. With increased awareness and, consequently, the increase in the number of people diagnosed with celiac disease, clear guidelines on how to embrace a gluten-free diet are crucial. Finally, the dairy free diet is discussed along with tips for dairy free food preparation.

PFT 101 Personal Fitness Training, 3 credits

Prerequisites: None

PFT 101 Personal Fitness Training is based on the National Academy of Sports Medicine (NASM) training model. In this course, you will study a systematic approach to program design with exercise program guidelines and variables, protocols for building stabilization, strength, and power programs. You will learn how to conduct individualized assessments, and design safe, effective, and individualized exercise and conditioning programs which are scientifically valid and based on clinical evidence to clients with no medical or special needs.

This course is designed to prepare students to sit at the NASM Certified Personal Trainer (CPT) exam. The CPT exam requires that students also have a CPR/AED certification. CPR/AED certifications are accepted from the American Heart Association, American Red Cross, American Safety and Health Institute, St. John Ambulance, Emergency Care & Safety Institute, or Emergency Medical Technician. Before taking the CPR/AED from another provider, please contact NASM to confirm acceptance. Learn more at nasm.org/certified-personal-trainer/personal-trainer-exam.

PHL 101 Think Smarter! Strengthening Reasoning and Writing Skills, 3 credits

Prerequisites: None

This is an introductory course to help you build the writing, research, and critical thinking skills necessary for academic and professional success. This course is organized into three sections: writing skills, research skills, and critical thinking skills. Each section presents a specific group of skills that builds on the previous section.

PHL 202 Applied Ethics, 3 credits

Prerequisites: None

This course examines the dynamic role of ethics in modern society. Students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

PSY 101 Introduction to Psychology, 3 credits

Prerequisites: None

PSY 101 introduces human behavior. It includes the study of the theories and concepts of psychology, including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

PSY 303 Health Psychology, 3 credits

Prerequisites: None

The course introduces students to the field of health psychology and various issues that relate to this sub-discipline within the broader field of psychology. The goal is to examine the effects of people's thoughts, emotions, motivations, and actions on the maintenance of good health and in the prevention of, support of, and recovery from illness. The course focuses on achievement and maintenance of health, on the experience of illness, and people's attempts to cope with the challenges of disease and

the acquisition of medical care. Throughout the course, we review extensive scientific findings regarding the deep intertwining of psychological factors with issues of health and healing. An important goal of the course is to help students understand, predict, explain, and ultimately change health-related behavior.

The course includes a wide range of psychological factors in the maintenance of good health and in the prevention of, and recovery from illness including: Behavioral contributions to illness, lifestyle risk factors, stress and the immune system, psychological response to symptoms and caregivers, health habits and self-care, management of pain and chronic illness, and disability and terminal illness.

RES 301 Introduction to Research Methods, 3 credits

Prerequisites: None

This course provides an overview of how the research process works. Students will learn primary, secondary, and tertiary study approaches, including case-series, cross-sectional surveys, case-control studies, cohort studies, experimental studies, qualitative studies, and correlational studies. Students will also learn the procedures used for data collection, management, and analysis and gain an understanding of the ethical standards applied to human health research. Lastly, students will learn the skills to formulate a research question; locate, interpret, evaluate, and use published literature; and write an academic research paper.

SOC 101 Introduction to Sociology, 3 credits

Prerequisites: None

This course explores sociological processes that underlie everyday life. SOC 101 focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media.

Graduate Programs of Study

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

Students can enroll for up to three courses (nine semester credits) without first choosing to apply to a certificate, diploma, or degree program. Graduate courses require at least three hours of study per week, per semester credit. For example, expect a three semester credit course to require at least nine hours per week of study time. Courses are offered in standard terms of 15 or 7.5 weeks.

Graduate Programs Offered

Master Degree Programs

- Master of Science in Aromatherapy
- Master of Science in Integrative Health Sciences
- Master of Science in Health and Wellness
- Master of Science in Herbal Medicine
- Master of Science in Holistic Nutrition

Doctorate Degree Programs

- Doctor of Science in Integrative Health

Graduate Certificate Programs

- Graduate Certificate in Aromatherapy
- Graduate Certificate in Integrative Health and Wellness
- Graduate Certificate in Herbal Medicine
- Graduate Certificate in Holistic Nutrition
- Graduate Certificate in Wellness Coaching

Program Elective Tracks

ACHS's student body is diverse in experience, and students' academic and career objectives mirror that diversity. In applicable programs, students may select a guided pathway to specialize their program, also called an elective track, or select remaining

credits from a wide range of elective options. View each program in this catalog or visit achs.edu/academics/ for more information.

Rate of Pursuit

ACHS recommends graduate students study at least half-time, generally two courses per semester. This rate of pursuit is encouraged for graduate students to create an environment that fosters a distinct learning advantage and allows students to complete their master's degree in two years. A less than half-time schedule may result in a wait for preferred courses.

Recommended Course Sequence

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

Disclaimer

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

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

Master of Science in Aromatherapy

achs.edu/programs/online-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.

Graduates of the Master of Science in Aromatherapy program will:

- Examine aromatherapy research to understand how essential oils interact with the body's systems and produce physical and psychological effects.
- Evaluate modern and historic aromatherapy definitions, philosophy, practices, and methods of essential oil extraction and quality evaluation.
- Integrate human anatomy, physiology, and appropriate medical terminology into the professional practice of aromatherapy.
- Assess essential oil chemical components to effectively apply their aroma, therapeutic effects, toxicity, and interactions with body systems for professional aromatherapy uses.
- Implement detailed essential oil materia medica knowledge to utilize botanicals sustainably, ethically, and safely in professional aromatherapy.
- Simulate the components of creating an aromatherapy business to effectively implement record keeping, required insurance, scope of practice, ethics, legal issues, marketing, and professional networking.
- Design safe, effective, evidence-based, holistic aromatherapy lifestyle support plans to follow best practices for informed consent, intake skills, the scope of practice, assessment skills, and aromatherapy applications.
- Synthesize a study or research review on a current issue or theory in aromatherapy.

Curriculum

Students complete 36 credits distributed in the following courses:

RES 501 Assessment and Integration of Research

AROMA 501 Aromatherapy Science

NAT 501 Anatomy & Physiology I

AROMA 503 Aromatherapy I

NAT 502 Anatomy & Physiology II

AROMA 504 Aromatherapy II

NAT 503 Integrative Pathophysiology

AROMA 505 Aromatherapy III

HED 503 Stress Management and Emotional Health

AROMA 507 Aromatherapy Chemistry

NAT 515 Wellness Coaching & Communication Skills

CAP 501 Masters Capstone Project

Total Credits Required: 36

Master of Science in Health and Wellness

achs.edu/programs/online-master-science-health-and-wellness/

The Master of Science in Health and Wellness degree program provides training in health promotion and is designed to prepare graduates to empower others to achieve wellness and develop wellness programs in non-clinical settings through education and coaching. Graduates of this program will have the knowledge and training to support and develop community programming and client education.

Graduates of the Master of Science in Health and Wellness program will:

- Develop strategies to provide people with information to make healthy choices in nutrition and lifestyle.
- Create activities and coalitions with community organizations to promote health policies that improve health and wellness.
- Interpret current research, theories, practices, ethical and cultural issues, and research methods to support integrative health and wellness.
- Explain the body's structure and function in health and disease to professionals, clients, and consumers.
- Evaluate when to refer individuals to other healthcare providers for diagnosis and treatment.
- Synthesize a study or research review on a current issue or theory in health and wellness.

Curriculum

Students complete 36 credits distributed in the following way:

- Core Requirements: Students complete 24 credits of core requirements including graduate-level research, anatomy and physiology, pathology, pathophysiology, stress management, wellness coaching, and a capstone project.
- Electives Track: To complete this program, students may select 12 credits of elective study.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/programs/online-master-science-health-and-wellness/.

Electives

Students will complete 12 credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See achs.edu/programs/online-master-science-health-and-wellness/ for a list of all current elective options.

Total Credits Required: 36

Master of Science in Herbal Medicine

achs.edu/programs/master-of-science-in-herbal-medicine/

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.

Graduates of the Master of Science in Herbal Medicine degree program will:

- Analyze current research in herbal medicine to evaluate the safety, efficacy, and validity of various herbal protocols.
- Synthesize knowledge of herbal medicine with other healthcare modalities to develop integrative support plans that incorporate herbal remedies as part of a comprehensive healthcare approach.
- Design safe, effective, evidence-based, holistic herbal lifestyle support plans to follow best practices for informed consent, intake skills, the scope of practice, assessment skills, and herbal applications.
- Apply understanding of herbal medicine to create herbal approaches for promoting optimal wellness.
- Integrate emerging research in herbal medicine, staying up-to-date with new scientific discoveries and innovations.
- Recognize the role of herbal remedies in traditional healing practices and their relevance in contemporary healthcare settings.
- Integrate human anatomy, physiology, and appropriate medical terminology into the professional practice of herbal medicine.
- Synthesize a study or research review on a current issue or theory in herbal medicine.

Curriculum

Students complete 36 credits distributed in the following courses:

RES 501 Assessment and Integration of Research
HERB 502 Advanced Herbal Materia Medica I
NAT 501 Anatomy & Physiology I
HERB 503 Advanced Herbal Materia Medica II
NAT 502 Anatomy & Physiology II
HERB 504 Advanced Herbal Materia Medica III
NAT 503 Integrative Pathophysiology
HERB 531 Botany and Plant Identification for the Holistic Practitioner
HERB 521 Principles of Pharmacognosy and Phytochemistry
HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Required: 36

Master of Science in Holistic Nutrition

achs.edu/programs/online-master-science-holistic-nutrition/

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.

The Master of Science in Holistic Nutrition degree program provides professional holistic nutrition and wellness education from which community programming and client education can be based. This program trains graduates to apply current nutrition theories to a wide range of healthcare practices and develop nutrition and lifestyle plans for individuals, organizations, and community groups. Students in this program will be able to develop holistic nutrition advocacy plans that consider policy-making, academic research, manufacturing, and leadership. Students will also conduct a study or research review on a current issue or theory in integrative health and functional nutrition as part of their Capstone.

Graduates of the Master of Science in Holistic Nutrition program will:

- Apply current nutrition theories to health-related practices and issues.
- Develop nutrition and lifestyle wellness plans using holistic nutrition and integrative health principles.
- Synthesize evidence-based research and literature to apply best practices in holistic nutrition.
- Evaluate current ethical and professional healthcare and holistic nutrition standards.
- Apply professional standards and entrepreneurial business skills within a holistic nutrition or organizational setting including effective record keeping, insurance, scope of practice, ethics, legal considerations, marketing, networking, and state and federal regulations.
- Design holistic nutrition advocacy plans that consider policy-making, academic research, manufacturing, and leadership.
- Conduct a study or research review on a current issue or theory in integrative health and functional nutrition.

Curriculum

Students complete 36 credits distributed in the following courses:

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
NUT 502 Nutrition Biochemistry I
NUT 503 Nutrition Biochemistry II
BUS 522 Entrepreneurial Skills for Wellness Professionals
NUT 510 Nutrition and Dietary Supplements
NAT 515 Wellness Coaching & Communication Skills
CAP 501 Masters Capstone Project

Total Credits Required: 36

Master of Science in Integrative Health Sciences

achs.edu/programs/online-master-science-complementary-alternative-medicine/

With healthcare occupations projected to grow by 13% from 2021 to 2031, professionals with advanced degrees in integrative health are well-positioned for diverse and rewarding career opportunities (U.S. Bureau of Labor Statistics, 2022). The industry needs trained professionals now more than ever with expertise in areas such as the safe use of dietary supplements, lifestyle modifications for diverse populations, and professionals dedicated to the growth, innovation, and development of the integrative health and wellness sector. This interdisciplinary degree allows provides students with options to customize their degree within a wide range of specializations for an individualized focus that will distinguish them in the industry and prepare them to apply studies in the workforce.

Specifically, graduates of the Master of Science in Integrative Health Sciences program will:

- Apply the principles and theories of integrative health sciences, including the interplay between mind, body, and spirit, to contribute to the health and wellness industry.
- Develop expertise in integrative health modalities to educate and support wellness practitioners and consumers using products and protocols.
- Communicate effectively and ethically about integrative health concepts and practices to diverse stakeholders, including healthcare professionals, clients, and the public.
- Create evidence-based integrative health support plans for individuals and health programs to facilitate graduates' professional organization requirements.
- Design educational approaches on evidence-based integrative modalities and wellness protocols to meet the needs of diverse populations.
- Synthesize a study or research review on a current issue or theory in integrative health sciences.

Curriculum

Students complete 36 credits distributed in the following way:

- **Core Requirements:** Students complete six credits of core requirements including graduate-level research and a capstone project.
- **Elective Track:** To complete this program, students may select 30 credits of elective study.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/programs/online-master-science-complementary-alternative-medicine/.

Electives

Students will complete 30 credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See achs.edu/programs/online-master-science-complementary-alternative-medicine/ for a list of all current elective options.

Total Credits Required: 36

Doctor of Science in Integrative Health

achs.edu/programs/doctor-of-science-in-integrative-health/

The Doctor Science in Integrative Health degree program goes beyond basic health and nutrition by incorporating digestive health and root causes for imbalance while considering whole body health and exploring a wide range of integrative health and wellness practices. Environmental impacts, genomics, physiological and psychological factors, and public policy for integrative health and functional nutrition are explored. Internal and external factors are taken into consideration to assess appropriate intervention and recommendations for all person's unique needs at the global, national, community and individual levels.

Graduates of the Doctor of Science in Integrative Health program will:

- Analyze current research including the major literature, theories, practices, problems, ethical issues, and research methods in integrative health and area(s) of specialization such as functional nutrition, aromatherapy, or herbal medicine;
- Use theory and research evidence to identify, design, and assess behavioral and action-focused functional nutrition and integrative health education protocols;
- Create activities and coalitions with global, national, state, or community organizations to promote health policies and environments that support food and health sovereignty;
- Synthesize and review evidence-based research and literature to apply best practices in integrative health;
- Evaluate the impact of ethical, socioeconomic, and racial influences on health outcomes;
- Implement integrative health professional scope of practice and code of ethics based on specialization;
- Design, conduct, and publish original research in integrative health and functional nutrition as demonstrated by the Doctoral Dissertation Project.

Curriculum

Students complete 60 credits distributed in the following way:

- Core Requirements: Students complete 44 credits of core requirements including graduate-level research and bioethics; biostatistics in health; global health and nutrition; environmental nutrition; specialized courses on topics including gastrointestinal processes, inflammation, and immunity; and a Dissertation project.
- Electives Track: To complete this program, students may select 16 credits of elective study.
- Note: Students will also complete a Foundation Level Exam and a Comprehensive Exam in coordination with their Doctoral Chair prior to beginning their dissertation.

Program Elective Tracks

Current ACHS elective tracks for this program can be viewed online at achs.edu/programs/doctor-of-science-in-integrative-health/.

Electives

Students will complete 16 credits of elective study to further specialize their training; prerequisites must be met where applicable. See achs.edu/programs/doctor-of-science-in-integrative-health/ for a list of all current elective options.

Total Credits Required: 60

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 Aromatherapy
- Graduate Certificate in Integrative Health and Wellness
- Graduate Certificate in Herbal Medicine
- Graduate Certificate in Holistic Nutrition
- Graduate Certificate in Wellness Coaching

Students can also enroll for up to nine credits without first choosing to apply to a graduate certificate program. Students who already possess a bachelor's degree or higher can complete a graduate certificate to further their knowledge in a particular subject matter.

Admission

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

Standards

Students are expected to perform at the same level as matriculated ACHS graduate students. Graduate Certificate students take many of the same courses that are available to ACHS graduate degree students and the same policies and procedures apply.

Curriculum

Graduate certificate programs consist of subsets of ACHS degree programs. Students with prior education and/or related professional experience in the field may request a course substitution with approval of the Academic Standards Committee (ASC) or earn credit by successfully passing a challenge exam.

Graduate Certificate in Aromatherapy

achs.edu/program/graduate-certificate-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:

- Evaluate modern and historic aromatherapy definitions, theories, practices, and methods of essential oil extraction and quality assessment.
- Analyze current aromatherapy research to utilize knowledge of how essential oils interact with body systems.
- Formulate safe and effective aromatherapy blends considering the botanical profile, constituents, therapeutic actions, cautions and contraindications, toxicology, and appropriate method of administration.
- Apply informed consent, intake skills, scope of practice, assessment skills, and aromatherapy protocols in the design of evidence-based aromatherapy wellness plans.
- Compose evidence-based case study reports and literature reviews to contribute to the professional field of aromatherapy.

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research

AROMA 501 Aromatherapy Science

AROMA 503 Aromatherapy I

AROMA 504 Aromatherapy II

AROMA 505 Aromatherapy III

Total Credits Required: 15

Graduate Certificate in Integrative Health and Wellness

achs.edu/program/graduate-certificate-complementary-alternative-medicine-online

The Graduate Certificate in Integrative Health and Wellness provides specialized training for graduate students in a variety of integrative health modalities.

Professionals working in the integrative health and wellness field will be able to deepen their knowledge and understanding.

Graduates of the Graduate Certificate in Integrative Health and Wellness will be able to:

- Evaluate the etiology, pathogenesis, and clinical manifestations of diseases.
- Analyze the impact of behavioral factors, lifestyle choices, and environmental factors on the cause and progression of disease.
- Research integrative modalities to inform evidence-based wellness protocols, including when a client should be referred to their licensed healthcare provider.
- Demonstrate proficiency in the use of integrative health modalities, including aromatherapy, homeopathy, herbal medicine, and holistic nutrition to support wellness.
- Analyze and construct a working knowledge of at least two modalities and how they can be applied to benefit clients and support optimal health, including appropriate use, contraindications, and expected outcomes.

Curriculum

Students complete 15 credits distributed in the following way:

- **Core Requirements:** Students complete nine credits of core requirements including graduate-level research, pathology, and pathophysiology.
- **Electives:** To complete this program, students complete six credits of elective study.

Electives

Students will complete six credits of elective study to further specialize their training and may choose from all graduate courses; prerequisites must be met where applicable. See achs.edu/program/graduate-certificate-complementary-alternative-medicine-online for a list of all current elective options.

Total Credits Required: 15

Graduate Certificate in Herbal Medicine

achs.edu/program/graduate-certificate-herbal-medicine-online

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 integrative health and wellness 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:

- Develop a comprehensive understanding of therapeutic actions, active constituents, methods of administration, and regulatory status for each botanical, alongside a strong foundation in botany and plant identification.
- Demonstrate understanding of the toxicology of plant and essential oil constituents, including potential allergic and adverse reactions and the impact of botanical quality on toxicity.
- Analyze the relative risks and benefits associated with commonly used botanicals.
- Evaluate current botanical literature, including phytochemical, toxicological, and epidemiological data.
- Assemble a comprehensive herbarium of botanical materia medica, incorporating current research to understand efficacy.
- Synthesize advanced knowledge of botanical toxicology principles, including the mechanisms and effects of herb-herb and herb-drug interactions.

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research

HERB 502 Advanced Herbal Materia Medica I

HERB 503 Advanced Herbal Materia Medica II

HERB 504 Advanced Herbal Materia Medica III

HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements

Total Credits Required: 15

Graduate Certificate in Holistic Nutrition

achs.edu/program/graduate-certificate-holistic-nutrition-online

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:

- Assess current research, literature, theories, practices, ethical and cultural issues, and methodologies to develop health protocols in nutrition.
- Explain the body's anatomy, physiology, and nutrient requirements to evaluate health and disease.
- Evaluate nutrition in all stages of the lifestyle to attain optimal health.
- Formulate food, lifestyle, and supplement strategies to support health.
- Develop nutritional consulting techniques to ensure that diversity, equity, and inclusion factors are appropriate.

Curriculum

Students complete 12 credits distributed in the following way:

- **Core Requirements:** Students complete nine credits of core requirements including graduate-level research and holistic nutrition.
- **Elective:** To complete this program, students will select an additional graduate-level nutrition course.

Electives

Students will complete three credits of elective study to further specialize their training and may choose from all graduate nutrition courses; prerequisites must be met where applicable. See achs.edu/program/graduate-certificate-holistic-nutrition for a list of all current elective options.

Total Credits Required: 12

Graduate Certificate in Wellness Coaching

achs.edu/program/graduate-certificate-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.

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

- Utilize coaching techniques to develop trust and confidence during client consultation sessions.
- Apply the science of behavior change to design effective personal wellness plans.
- Interpret current research, including theories, practices, and ethical and cultural considerations for effective wellness coaching.
- Articulate the body's structure and function in health and disease to support coaching conversations and the development of wellness plans.
- Develop the components of a wellness business to effectively implement record keeping, required insurance, scope of practice, ethics, legal considerations, marketing, and networking.

Curriculum

Students complete 15 credits distributed in the following courses:

RES 501 Assessment and Integration of Research

NUT 501 Advanced Applied Holistic Nutrition

NAT 503 Integrative Pathophysiology

NAT 504 Integrative Health Pathology and Protocols

NAT 515 Wellness Coaching & Communication Skills

Total Credits Required: 15

Graduate Course Descriptions

In alphanumeric order:

AROMA 501 Aromatherapy Science, 3 credits

Prerequisites: None

This interactive course immerses students in the fundamental principles of aromatherapy. This course experience begins with the historical beginnings of aromatherapy in ancient cultures and follows the development of this unique integrative modality through modern evidence-based clinical aromatherapy. Students explore the science of the sense of smell and the psychological and physiological effects of aroma. Essential oil materia medica is introduced via hands-on practical labs where students prepare aromatherapy formulas correlating to the essential oils studied. Students also explore methods of essential oil extraction and the types of chemical constituents found in essential oils. Research related to clinical aromatherapy for specific populations, key safety considerations, and regulatory guidelines are also explored. This class is a fantastic resource for anyone working in integrative health.

AROMA 503 Aromatherapy I, 3 credits

Prerequisites: None – Prior formal aromatherapy training recommended

AROMA 503 takes students to the next step in their aromatherapy training, looking deeper at the historical uses of aromatherapy and the modern scientific research being carried out in this fascinating modality. Students study methods of administration for essential oils in more depth than AROMA 501, as well as the anatomy and physiology of the related body systems.

AROMA 504 Aromatherapy II, 3 credits

Prerequisites: None – Prior formal aromatherapy training recommended

AROMA 504 includes the study of the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the essential oils studied; oils are studied alphabetically.

The focus of the ACHS Aromatherapy Department is holistic aromatology. Holistic aromatology focuses on restoration of physical, mental, emotional, and spiritual health through the application of essential oils. We use the terms “aromatherapy” and “aromatology” interchangeably throughout the program. All healing modalities offered by ACHS focus on the holistic approach. Our philosophy is that only by taking care of the whole person—the physical, emotional, and spiritual—can health and wellness occur.

AROMA 505 Aromatherapy III, 3 credits

Prerequisites: None – Prior formal aromatherapy training recommended

AROMA 505 continues the study of the therapeutic uses, active constituents, methods of administration, and cautions and contraindications for each of the oils studied; oils are studied alphabetically.

AROMA 507 Aromatherapy Chemistry, 3 credits

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

This course explores the chemical components of plant essential oils. Students will learn the names, general structural features, key safety concerns, therapeutic actions, and aromas of key essential oil chemical constituents. This course starts with an introductory review of foundational chemical terms and principles. It discusses how plants create essential oils and the types of organic chemical families found in essential oils. Students connect this information with real aromatherapy applications through practical lab exercises where they perform organoleptic testing with isolated essential oil constituents (for example, linalool) and a corresponding essential oil that contains that constituent (for example, lavender). This course also examines essential oil quality assessment techniques and how essential oil constituents interact with the body. This class is exciting and valuable for anyone working with botanicals or in integrative health, natural product development, or perfumery.

BUS 510 Organizational Effectiveness and Leadership, 3 credits

This course introduces the business case for organizational decisions and actions which consider financial, environmental, and social impacts. With an emphasis on practical

application and a global mindset, topics include an overview of the role information technology plays in organizational effectiveness and the management of risk and the importance of approaching business administration through project managers focus on successful execution. Students take a deeper look at motivation, individual and group behaviors, leadership, power and organizational politics, social determinants related to access and opportunity, and organizational culture in support of business practices designed for effectiveness in a global setting. Practice will be informed by a foundation of supporting theory on organizational behavior and principles of financial, social, and environmental sustainability.

BUS 512 Managerial Economics, 3 credits

This globally-focused course is designed to develop and deepen students' understanding of basic economic concepts and how they support or impede efforts related to sustainability. Examination centers on principles that underpin the current global economic environment, including microeconomic and macroeconomic concepts of scarcity, market activities, international trade and exchange rates, and metrics including GDP, unemployment rates, inflation, and interest rates. Students undertake a critical, multi-stakeholder analysis of the impact modern economic dynamics have on organizations seeking to operate in ways that simultaneously support financial, environmental, and social sustainability.

BUS 514 Business Law, 3 credits

This course is a practical survey of business law geared towards providing managers with a solid grasp of key legal concepts and principles they are likely to encounter in their workday. Students learn that the benefits of legal action must be weighed against the risks and costs of litigation. Topics include the legal environment, contracts, commercial transactions, and business organizational structures discussed and evaluated from a perspective in support of domestic and global business practices that are financially, socially, and environmentally sustainable.

BUS 516 Accounting and Financial Management, 3 credits

In this course, students learn accounting and financial management concepts from a decision maker's perspective. Following an overview of the accounting cycle, financial statements, and reporting, topics include investment principles and the role of financial markets, planning, analysis, and forecasting with a perspective that includes financial, environmental, and social impacts. Through practical exercises and examples in global settings, students learn to speak the language of business analysts and strategists.

BUS 518 Project Management, 3 credits

Project management is an important component of many of today's most rewarding professions. This important discipline makes it possible to achieve organizational goals in a broad array of fields within the public, private, and nonprofit sectors. This course provides students with a deep understanding of project management by introducing processes in combination with behavioral and technical tools to effectively plan, manage, and implement projects. In this course, students will be exposed to a range of applications and will have the opportunity to develop a project through several stages of implementation.

BUS 520 Business Analytics, 3 credits

Successful managers employ analytics to make important decisions in all phases of the business cycle. This course is an introduction to the benefits of analytical thinking. Students explore how statistics and current data analysis techniques help managers approach challenges in a measured and methodical way, leading to more effective decisions. Basic concepts of distributions, probability, variables, hypothesis testing, inference, experimental design are studied. Students develop and demonstrate competence in the use of business analytics tools for managing financial, environmental, and social aspects of business activities.

BUS 522 Entrepreneurial Skills for Wellness Professionals, 3 credits

This course presents the information to support a growing successful business in integrative healthcare with planning and success strategies, therapeutic communications, career path exploration, networking, marketing, management, and record-keeping skills. Ethical aspects relating to nutrition, aromatherapy, herbalist, and coaching professionals are explained as students are taught to work within the legal and professional scope of practice as these healthcare professionals.

BUS 531 Human Capital, 3 credits

Modern organizations face global complexity and a rapid rate of change. Those that thrive in this environment pay close attention to their most valuable asset: people. In this course, students will learn how to value and manage today's worker by examining current organizational theory and real-world case studies. Students will examine and apply recent trends and methods in leadership and human resource management, with an emphasis on the social aspect of sustainable practices.

BUS 533 Operations and Value Chain Management, 3 credits

Students study the effective execution of strategy by discovering, researching, and discussing operational management. This course covers traditional constructs such as operational strategy, process and supply chain management, production and inventory management, and quality management methodology. It also explores crucial principles, tools, and techniques associated with growing fields such as business re-engineering, green management, and industrial ecology. Students gain exposure to industry concepts, tools, techniques, and constructs in support of complete value chain awareness and management.

BUS 535 Sustainable Community Economies, 3 credits

This course addresses important issues pertaining to sustainable urban development practices aimed at building and fostering sustainable, economically viable communities. The course investigates how multiple demographic, socio-cultural, political, economic, technological, and environmental forces intertwine to shape community economic development practices regionally, nationally, and internationally. Multiple models associated with various environments, resources, and constraints are presented and contrasted. Ultimately, the course invites learners to reflect upon strategies leading to the creation of socially, culturally, economically, and environmentally viable business communities positioned to grow in a sustainable and responsible manner.

CAP 501 Masters Capstone Project, 3 credits

Prerequisites: Completion of all other MS degree program requirements

In this course, students integrate and assimilate the theoretical and practical knowledge learned in their respective program to develop a research project in holistic health. The goal of the project is to expand knowledge in the field of holistic health. Through a comprehensive literature review of scientific based articles, a solid rationale for the research and appropriate methodology is identified to form a conclusion from the project. Students work in close association with their respective Program Dean throughout the Capstone process. Students seeking a dual-degree can view more information about the required capstone project(s) at achs.edu/capstone-dual-majors.

CHEM 501 General, Organic, and Biochemistry, 3 credits

Prerequisites: None

Graduates of CHEM 501 will be expected to demonstrate a strong theoretical understanding of the relevant concepts of general, organic chemistry and biochemistry, including principles of chemistry, the scientific method, principles of measurement, experimental quantities and margins of error; the structure and behavior of atoms and molecules, chemical bonding and reactions, solutions and solubility, concepts of pH, acids, bases, salts, ions, and electrolytes; and the structure and reactivity of functional groups, different structures and characteristic reactions of organic molecules including hydrocarbons, aldehydes, ketones, carboxylic acids and the structures, functions, and metabolism of carbohydrates, lipids, amino acids, proteins, and enzymes in the human body. Students will critically examine the principles and methods of analytical chemistry as they apply to medicinal plants and herbal extracts. Students will be expected to employ chemistry theory to complete projects, practical experiments and labs, and to critically evaluate the efficacy of botanical herbal studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

DSC 601 Global Health and Nutrition Politics and Policies, 4 credits

Prerequisites: None

Global health and nutrition politics and policies have an impact on how communities thrive. This course provides students with an overview of the history, legal, political, and social events that shape our food supply and global health. Students will gain an understanding of how national, corporate, and global policies affect food distribution, quality, and safety. Information about sustainability, food and farming policies, food transportation, food distribution, food fortification, food security, food sovereignty, and international food policies are covered. Students gain an understanding of how the World Food Organizations and American policies and laws impact food safety issues and impact global food harmonization policies. This course examines the real costs of food policies and how corporations affect the quantity and quality of world food. Topics covered in this course include the global and national food supply, food politics, food sustainability, corporate foods, and food security.

DSC 605 Research and Bioethics, 4 credits

Prerequisites: DSC 601

This course explores critical thinking processes to evaluate and understand research studies, discern the quality and accuracy of published information and recognize the advantages and limitations of experimental designs and outcomes. This course provides the structure for students to conduct theoretical and empirical research projects in their doctoral studies and prepare for their dissertation project. Students review case studies as related to bioethical issues and implement integrative health professional's scope of practice and code of ethics based on specialization.

Topics covered in this course include quantitative and qualitative research; credibility, bias, falsifying data and conflict of interest; responsible conduct of research; scope of practice and code of ethics; and scientific writing including development of a research proposal and study.

DSC 610 Environmental Nutrition: Health Implications, 4 credits

Prerequisites: DSC 605

This course explores the web-like interplay between nutrition, our food supply, and the environment demonstrating a complex interlinking between our environment and the food we eat. Students gain an understanding about sustainable food supplies and the effect of environmental issues on nutritional status and overall health. This course includes information on genetically engineered foods (GMOs), and presents information about Persistent Organic Pollutants (POPs) and their role in endocrine disruption. Resource materials focus on the environmental and nutritional issues surrounding childhood health and development. The course also covers the different methodology between organically and commercially raised meats, dairy, and agricultural products.

DSC 615 Gastrointestinal Processes in Health and Disease, 4 credits

Prerequisites: DSC 610

Students will gain an understanding of the anatomy, physiology, and biochemistry of the gastrointestinal tract and the associated pancreatic, liver, and biliary tract systems in both health and disease. Students examine the digestive system's pivotal role in health, which includes the role of gut microbiome, probiotics, prebiotics, gut permeability, and the role in immune function and inflammation. Systems and topics covered in this course include the upper, middle, and lower gastrointestinal tracts; the microbiome, and gastrointestinal pathology.

DSC 620 Detoxification – Theory to Practice, 4 credits

Prerequisites: DSC 615

This course reviews the biochemistry of biotransformation and detoxification and explores how to increase mobilization and excretion of toxins through food, supplements and lifestyle. Students learn to identify and assess people who may have impaired detoxification and increased toxic exposure. This course explores how food can be used to enhance biotransformation to decrease risk to breast and other hormone dependent cancers, autoimmune diseases, and other chronic illnesses.

DSC 625 Inflammation, Immunity, and Nutrition, 4 credits

Prerequisites: DSC 620

This course will provide students with a fundamental understanding of immunology and infectious diseases, and nutrition. Students will learn about the immune system and how it can fight infection, and how it can fail. In addition, students will learn how infectious agents can overcome the natural immune response and cause disease. The course will also illustrate how the immune response against these agents can be influenced by nutrition and vaccines. Processes and topics covered in this course include lymph, immunity, and inflammation; adaptive immune response; infections; immune disorders; and hypo- and hyper-immunity.

DSC FLE Foundation Level Exam, 0 credits

Prerequisites: None

Students in the Doctor of Science (DSc) are required to pass a proctored comprehensive examination for the foundation level courses in the DSC program. This exam does not award academic credit and is required in order to progress to the upper level courses in the DSc program; students must achieve a 70% or higher to pass this assessment.

DSC 630 Nutrition, Metabolic Syndrome, and Cardiovascular Disease, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

This course will focus on current theories in cardiovascular nutrition and metabolic syndrome, and their relationship to lifestyle and dietary modification. Topics covered will include anatomy and physiology of the cardiovascular system, theories of cardiovascular health and disease, and the role of food and diet in prevention and management of cardiovascular diseases, metabolic syndrome, hypertension and hyperlipidemia. Controversies in the field, such as salt restriction and lowering of serum cholesterol, will also be explored. Management of micronutrients, such as ribose, CoQ10, B-complex vitamins, magnesium, calcium and carnitine, will also be covered.

DSC 635 Hormones and Nutrition, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

In this course students gain a working understanding of the endocrine system and its interaction with diet, lifestyle, and specific nutrients. Recognizing how food and micronutrients affect endocrine balance is key to educating people on how to create and maintain good health. Topics covered in this course include: physiology and anatomy of the endocrine system, blood sugar control, glucocorticoid metabolism, the role of the adrenals and corticosteroid and hormone balance, the hypothalamus-pituitary-adrenal axis (HPA axis), thyroid function, growth hormone, and more. Students will examine common imbalances and diseases of the endocrine system and how to approach them from a nutrition and lifestyle viewpoint. Health promotion topics focus on designing strategies to support environmental change and evaluation of nutrition education programs.

DSC 640 Neuroscience and Nutrition, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

This Neuroscience and Nutrition course explores the neurological system and the role of nutrition, lifestyle, and environmental factors in neurological function and dysfunction. Studies include central and peripheral systems, parasympathetic, enteric and sympathetic nerve functions, and their role in cognition, memory, mood, and pain. Major emphasis will be on nutrition and lifestyle changes that impact neurological health and disorders. Topics covered in this course include anatomy and physiology of the nervous system, cognition and memory, mood, pain, and neurological disorders management.

DSC 645 Health Promotion and Behavior Change, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

This course will explore innovative health promotion strategies to enhance positive health behaviors. Current global health issues and their relevance to health promotion and the field of public health are examined through analysis and application of best practice principles including assessments for effectiveness. Topics will include community organization, coalition building, curriculum development, communication theory and technology, social marketing, mass media and ecological models. Students focus on social determinants and a multi-faceted approach to promoting health through research, practice, policy, and advocacy.

DSC 650 Biostatistics in Health, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

Biostatistics in health encompass statistical methods and principles necessary for understanding and interpreting data used in health-related studies, policy evaluation, and the development of policies. This course will cover descriptive statistics, graphical data summary, sampling, statistical comparison of groups, correlation, linear regression, and one-way ANOVA. Students will learn via critical reading of published research and computer analysis of data. Topics covered in this course include introduction to statistics, probability, hypothesis testing, and analysis of variance.

DSC 655 Directed Study, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

This course permits students to explore an avenue of study focusing on a specific holistic nutrition topic of interest. Students identify, research, and gain greater knowledge in their chosen subject. Students will submit a proposal to the Dean of Doctoral Studies prior to registering for this course to confirm that the project will constitute a semester's work and is of sufficient content and depth to be awarded four credits.

DSC ALE Comprehensive Exam, 0 credits

Prerequisites: None

The DSC ALE Comprehensive Final Exam consists of two parts, a written exam and a proctored oral comprehensive exam completed with the Dean of Integrative Health & Nutrition and faculty members. DSC ALE is required prior to beginning the dissertation process.

DSC 700 Dissertation Seminar, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

This course directs students in the process and development of their dissertation research proposal. It is the first of three courses in planning, implementing and completing their dissertation. Students will choose their dissertation committee, develop and write their dissertation proposal and drafts of the first few chapters in close association with their dissertation chairperson. Additionally, if the proposed study is to work with human subjects the student will complete an Institutional Review Board (IRB) form and submit it for approval to the IRB committee. Upon approval of the IRB form and completion of the proposal the student will present this to their dissertation committee and upon approval of the proposal, the student will advance to doctoral candidacy. Prerequisites: Successful completion of all coursework and comprehensive examination. In this course students will complete the Dissertation Proposal and Approval Form, develop their Dissertation Chapter One: Introduction, and develop their Dissertation Chapter Two: Literature Review.

DSC 701 Doctoral Dissertation I, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

In this course students refine and expand their dissertation proposal and begin writing their doctoral dissertation. Guided by their instructor, students will work on their methodology and begin collecting and analyzing data in preparation of submitting a comprehensive and scientific research study ready for defense at the conclusion of DSC 702. In this course students will finalize the Dissertation Chapters One Introduction and Two Literature Review, develop Chapter Three: Methodology, and develop Chapter Two: Data Analysis and Results.

DSC 702 Doctoral Dissertation II, 4 credits

Prerequisites: DSC FLE Foundation Level Exam and DSC ALE Comprehensive Exam

The final and central requirement for awarding the DSC. degree is the completion of a substantial and original independent research project. The successful completion of this requirement is demonstrated through the production of a dissertation document, describing the research project and its results, and the defense of the project from challenges offered by the members of the student's faculty Dissertation Committee. The quality of the dissertation and the defense of its thesis are evaluated by the Dissertation Committee in order to determine if the student has successfully completed this final requirement for the DSC.

In this course students will develop their Chapter Four: Discussion and Conclusion, finalize their Dissertation document, and present their Dissertation.

HED 503 Stress Management and Emotional Health, 3 credits

Prerequisites: None

HED 503 explores stress management and emotional health through the student's personal journey. It leads students through an examination of those factors and influences that have an impact on health. It also provides an opportunity to examine barriers and motivational factors that affect the degree of commitment individuals make to health practices. Your professor's role, and your future role, is to serve as an enabler coach during this process. A wellness coach recognizes that each person's mental-emotional, physical, social, and spiritual status is unique. As a wellness coach, your professor often will challenge you to consider the consequences of certain

lifestyle choices and the “truth” of your knowledge. A wellness coach may not have all the answers regarding stress and emotional health for an individual, but will provide the framework within which the answers can be found.

HERB 502 Advanced Herbal Materia Medica I, 3 credits

Prerequisites: None

HERB 502 provides a comprehensive study of botanical materia medica. Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica, principles of various concepts in botanical studies including acquiring a strong theoretical understanding of the efficacy based on current research papers of selected botanicals such as alteratives, demulcents, cathartics, anthelmintics, astringents, and diuretics. Graduates of this course will be expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body. Students of this course will also be expected to locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols. Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field in relation to botanical studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

HERB 503 Advanced Herbal Materia Medica II, 3 credits

Prerequisites: None

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

Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica, principles of various concepts in botanical studies including acquiring a strong theoretical understanding of the efficacy based on current research papers of selected botanicals such as diaphoretic, emmenagogue, expectorant, nervine, and antispasmodic.

Graduates of this course will be expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body. Students of this course will also be expected to locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents, and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols. Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field in relation to botanical studies. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

HERB 504 Advanced Herbal Materia Medica III, 3 credits

Prerequisites: None

HERB 504 Advanced Herbal Materia Medica III completes students' herbal materia medica study with an in-depth review of tonic, stimulant, antiseptic, stomachic, and hepatic herbs.

Graduates of this course will be expected to demonstrate an advanced knowledge base of the materia medica and principles of various concepts in botanical medicine, including acquiring a strong theoretical understanding of the efficacy based on current research.

Graduates of this course are also expected to demonstrate a sound knowledge base of specific therapeutic groups of herbs and to appraise and relate the botanicals to each physiological system of the human body.

To achieve this, students will locate, review, and critically evaluate primary research in order to appraise the efficacy of the therapeutic action, active constituents and methods of administration for each botanical, contraindications and drug-herb interactions for each botanical, and regulatory status for each, and effectiveness for CAM protocols.

HERB 521 Principles of Pharmacognosy and Phytochemistry, 3 credits

Prerequisites: None

Graduates of this course will be expected to demonstrate a strong theoretical knowledge of the principles of pharmacognosy (the knowledge of medicinal plant preparations and extracts) and phytochemistry (literally, 'plant' chemistry) as they apply to botanical studies. While providing a comprehensive examination of the details of plant constituents, this graduate course holistically incorporates a solid knowledge base from traditional Western herbal studies with scientific information from contemporary chemistry, botany, and human physiology. Graduates will be expected to critically evaluate major categories and subcategories of herbal constituents in order to explain how molecules contribute to an herb's observable actions. Graduates of this course will also be expected to critically evaluate and critique various concepts, approaches, methods, and issues related to quality control, herbal potency, and principles of extraction, synergy, and variability as it applies to the botanical industry. Colorful 3-D molecular models, diagrams, and plant photographs help to bring the concepts to life for the visually oriented learner. Students will be expected to employ concepts and theory to complete projects, practical experiments and labs, and to critically evaluate various concepts, approaches, methods, and issues in the field. Students will also formulate an experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the science communities.

HERB 531 Botany and Plant Identification for the Holistic Practitioner, 3 credits

Prerequisites: None

HERB 531 explores plant anatomy, plant physiology, herbal ecology (including ethical wildcrafting and harvesting concepts), and field identification. With a particular emphasis on the practical use of medicinal plants, the fields of taxonomy (classification), genetics and evolution, anatomy and function of cells and plant parts, energy metabolism of photosynthesis and respiration, and the biochemical pathways producing medicinal compounds are examined. Graduates will be expected to demonstrate a strong theoretical understanding of botany, including the terminology used for plant identification, comparing and contrasting the different structures of leaves, flowers, stems, and roots used to distinguish species from one another;

employing botanical theory to complete projects, practical experiments, and labs including traditional mnemonics and the 'doctrine of signatures,' integrated with contemporary methods of reliable plant identification; and critically evaluating various concepts, approaches, methods, and issues in the field. Field exercises will be presented so that the student can acquire practical experience. Students will also formulate a botanical experiment to prove a hypothesis of their design, analyze their results, and present them in a format recognized by the biological science communities.

HERB 541 Toxicology and Safety in Botanical Medicine & Herbal Supplements, 3 credits

Prerequisites: None

In this course, students will develop an advanced knowledge base in the safe use of botanical supplements and their potential interactions. This course comprehensively examines plant chemistry, toxicology, pharmacokinetics, and pharmacodynamics of essential oil and herbal remedies. Students will become skilled in comparing the toxicology of specific botanical chemical components found in herbal supplements and essential oils. Students will demonstrate a practical understanding of the relative risks and benefits of commonly used botanical substances, of safety considerations for special populations, of how to evaluate botanical concentrations and potencies for appropriate dosing, and of principles of quality control important to the safe production of botanical preparations.

HLED 553 Foundations of Health Education, 3 credits

Prerequisites: None

This course will examine the historical aspects of public health and how health education made an impact on health behaviors and outcomes. Students will also be introduced to, and analyze several different health behavior models including the Transtheoretical Model (Stages of Change), Health Belief Model, and the Precede/Proceed Model. Students will also choose a community with a health issue based on the Healthy People objectives and national data to create a mock health education program.

HLED 554 Program Planning for Health Educators, 3 credits

Prerequisites: None

Students will explore the different learning models that health educators commonly use to educate the community. Students will learn how to create learning objectives for curriculum development. Students will also learn how to create health marketing messages that follow governmental guidelines (Health Education Curriculum Analysis Tool (HECAT)) including literacy levels. Students will analyze the media outlets that are used to deliver health messages and will also adapt teaching strategies for diverse populations.

HOM 501 Homeopathy, 3 credits

Prerequisites: None

Homeopathy has become an increasingly popular modality in complementary and alternative medicine (CAM), particularly in an integrated medical setting due to its ability to enhance quality of life for a wide range of patients. Many pharmacies now stock and dispense homeopathic remedies. HOM 501 will take students on an in-depth tour of the fundamental principles of classical homeopathy. The course focuses on a scientific approach to homeopathy that originated in India more than 2,000 years ago. It is designed to assist students to evaluate this modality in terms of its clinical, scientific, philosophical, sociological, and historical contexts. We look at how homeopathy is practiced, and how the application of principles in the clinical setting helps clinicians, and patients understand the process of seeing a homeopath. The course also reviews the pharmacological aspects of homeopathy including manufacturing, dispensing, and counter-prescribing.

IHS 500 Integrative Health & Wellness Pathways, 3 credits

Prerequisites: None

This survey course will explore the field of integrative medicine, building familiarity with the variety of holistic health practices that fall under the integrative health and wellness 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 integrative health modality fits within the holistic health paradigm.

Students will get familiar with the current research in the integrative health field and gain a solid understanding of types of research study designs. They will learn to locate, assess, integrate and write the analysis in a format used by scientific research journals.

NAT 501 Anatomy and Physiology, 3 credits

Prerequisites: None

NAT 501 provides a comprehensive survey of the structure and function of the human organ systems with an emphasis on the body as a dynamic community of interdependent parts, rather than as a number of isolated structural units. Graduates will be expected to demonstrate a strong theoretical understanding of anatomy and its relationship to the function of physiology and the principal of complementarity of structure and function. They will also be expected to be able to evaluate, compare, and contrast specific pathological conditions to show clinical connections to each body system along with system interrelationships. Students will review and critically evaluate primary research on various CAM protocols for these pathological conditions and construct appropriate case studies using validated protocols.

NAT 502 Anatomy and Physiology II, 3 credits

Prerequisites: NAT 501

NAT 502 provides a comprehensive survey of the structure and function of the human organ systems with an emphasis on the body as a dynamic community of interdependent parts, rather than as a number of isolated structural units. Graduates will be expected to demonstrate a strong theoretical understanding of anatomy and its relationship to the function of physiology and the principal of complementarity of structure and function. They will also be expected to be able to evaluate, compare, and contrast specific pathological conditions to show clinical connections to each body system along with system interrelationships. Students will review and critically evaluate primary research on various CAM protocols for these pathological conditions and construct appropriate case studies using validated protocols.

NAT 503 Integrative Pathophysiology, 3 credits

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

This graduate-level course is a comprehensive exploration of the etiology, pathogenesis, clinical manifestations, and integrative treatment of disease. Organized by body system, the anatomy and normal physiology of each system are studied, followed by the disease processes and abnormalities that can occur within the system. Supportive integrative health protocols are reviewed as well as the impact of behavioral, lifestyle, and environmental factors on the cause and progression of disease processes. This course reviews genetics research and a comparative review of allopathic and holistic support modalities for common conditions. This course also guides practitioners on when a client should be referred to their licensed healthcare provider.

NAT 504 Integrative Health Pathology and Protocols, 3 credits

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

The Council for Responsible Nutrition Consumer Survey on Dietary Supplements in 2019 found that 77 percent of Americans reported consuming dietary supplements. With the continued growth in use of integrative health and wellness protocols, anyone working in the healthcare industry, whether as a practitioner, scholar, educator, or advocate, needs to broaden their education to include evidence-based integrative health research. This graduate course focuses on principles of integrative health and wellness support protocols in relation to specific body systems. The varied techniques and modalities that an integrative health practitioner employs are covered such as aromatherapy, homeopathy, herbal studies, dietary supplements, reflexology, and nutrition and lifestyle changes.

It is important to remember that the desired outcome of any integrative health protocol is to increase the natural vitality of the client and bring the system back into balance. Students will examine the belief fundamental to wellness 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 integrative health practitioner is able to promote this power by educating each client in how to maintain health once it is achieved, increase vitality, and build up one's resistance through improved nutrition and a harmonious lifestyle.

NAT 515 Wellness Coaching & Communication Skills, 3 credits

Prerequisites: None

NAT 515 provides students with beginning skills and theory to be an effective holistic health coach for individuals or groups wanting to improve their health. The course work presents skills that enable students to carefully co-create an interactive, embodied conversation that will invite and encourage growth and progress for all those it touches.

These skills can be applied to a clinical, organizational, and leadership setting. This course provides an understanding and practice of coaching principles such as core coaching competencies, readiness for change and transition theory, energy anatomy in coaching, and personal constitution. It incorporates behavioral change theories and models of health assessment, including health belief, adult learning, motivational interviewing, and program evaluation. The course comes from a holistic/integral perspective so participants can assist others and themselves in a change process. The course provides practice sessions for students to apply the theoretical principles through telephone coaching sessions and mock coaching sessions.

NUT 501 Advanced Applied Holistic Nutrition, 3 credits

Prerequisites: None

The concept of nutrition is central to the study of integrative health. The value and necessity of quality whole foods and their relationship to health and wellness are explored. General principles and requirements of human nutrition are reviewed, and various promoted dietary programs are studied and critiqued, along with the role of the gut-microbiome in health and disease. The concept of biochemical individuality, the benefits of fresh, whole, chemical-free, traditional, plant-based foods, transitional diets, and lifestyle improvements are explored.

NUT 502 Nutrition Biochemistry I

Prerequisites: None

Macronutrients, the components of foods that provide calories for human energy and structural precursors, are examined. The biochemical nature and classification of carbohydrates, lipids, and proteins are presented, differentiating between the effects of whole versus refined foods in human metabolism. Students learn to determine individual dietary macronutrient requirements, the therapeutic value and use of specific fatty and amino acids, and compare whole-food and reductionist nutrition perspectives.

NUT 503 Nutrition Biochemistry II

Prerequisites: NUT 502

Micronutrients and their fundamental impact on human growth, metabolism, cellular integrity, and repair are discussed in this course. Students examine the micronutrients in foods, their interactive biochemical roles in human metabolism, and the effects of nutrient deficiencies and excesses. Students are taught to appreciate biochemical individuality as a key factor in restoring homeostasis as vitamins, minerals, antioxidants, phytonutrients, and accessory nutrients are reviewed. Nutrient values from food sources and supplementation are discussed and compared.

NUT 504 Advanced Sports Nutrition, 3 credits

Prerequisites: None

Advanced Sports Nutrition offers strong research-oriented coverage of both nutrition and exercise physiology with practical, applied information useful to students who will counsel and provide dietary and training guidelines to athletes. It reviews evidence-based information to support the use of more than 25 different natural herbs, supplements, and nutrients to enhance physical performance and endurance and incorporates the latest publications on the acute and chronic effects of sports nutrition and supplementation strategies.

Advanced Sports Nutrition is designed to prepare students to sit at the International Society of Sports Nutrition exam.

NUT 509 Graduate Topics in Holistic Nutrition, 3 credits

Prerequisites: None

Holistic nutrition is the foundation to any natural health lifestyle plan for optimal health. NUT 509 covers CAM topics in nutrition, such as raw food, food combining, fasting, elimination and juice therapy, acid-alkaline theory, and the use of herbs in the diet. Recent issues in nutrition will be reviewed using contemporary authors, such as Michael Pollan and Kimberly Lord Stewart.

NUT 510 Nutrition and Dietary Supplements, 3 credits

Prerequisites: None - NUT 501 is recommended for nutrition majors

This course reviews evidence-based information to support the clinical use of more than 25 different natural herbs, supplements, and nutrients. Upon completion of the course, students will be able to understand and discuss the available nutrition and dietary supplement support protocols for more than 12 different common health conditions.

RES 501 Assessment and Integration of Research, 3 credits

Prerequisites: None

This course gives students a solid theoretical understanding of the types of research study designs, statistical evaluation methods, and presentation of findings. Students locate, assess, and integrate sources in the development of a research paper. Students will develop an understanding of what constitutes Masters-level writing and research, and apply this understanding throughout their graduate program.

ACHS Student Services

Alumni 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.

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
- Provides access to practitioner liability insurance. Learn more about insurance benefits at achs.edu/professional-liability-insurance
- 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 achs.edu/alumni or email alumni@achs.edu.

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. Graduates are also encouraged to meet with the Director of Alumni and Career Services for additional professional support. View more information about Alumni Services online at achs.edu/alumni.

ACHS Alumni Highlights

Alumni in Action

ACHS alumni are doing incredible work around the globe! Check out ACHS's Alumni in Action at achs.edu/alumni/in-action, and get ready to be inspired!

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.

Networking Opportunities

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:

Coaching for Success Facebook Group

Students can also take advantage of networking opportunities in the ACHS Facebook Coaching for Success Group at facebook.com/groups/307998199886556/. Share ideas for a new business or job search with other students and graduates. Hint: Students can also share ideas and collaborate with their classmates as they complete their training.

ACHS Social Media

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

- [ACHS Health & Wellness Blog](#)
- [ACHS on YouTube \(ACHStv\)](#)
- [ACHS on Instagram](#)
- [ACHS on LinkedIn](#)
- [ACHS on Pinterest](#)
- [ACHS on Twitter](#)

ACHS Student Center

The ACHS Student Center features a Student Lounge module with discussion boards so students can “hang out” and connect with classmates across all ACHS programs. There are discussion boards for regional groups, kitchen masters, gardening enthusiasts, fitness gurus, and more!

The Student Center is also where to find additional support (e.g., study tips, writing tools, ACHS social media), more information on college policies, or a form.

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 several subscription research databases. Library resources are added throughout the year and include the following as of July 2022:

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.

EBSCO Discovery Service

EBSCO Discovery Service is a one stop shop for searching all ACHS library databases, including ScienceDirect, The LIRN Database, PubMed, and Director of Open Access Resources, at once. Additionally, this service allows the user to search within individual publications, browse specific databases, and browse specific topics.

ScienceDirect College Edition: Health & Life Sciences Collection

ScienceDirect is a leading source for scientific, technical, and medical research. This subscription library allows students to explore journals, books and articles and serves as a trusted source with a broad range of topics for programs such as environmental science, biology, nursing, and more.

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 optional, but a highly recommended tool that demystifies the research writing process in nine easy-to-follow modules.

The **ProQuest RefWorks Tool** is a reference management tool within the LIRN that supports the reference and research process. Create an account with your ACHS email address.

Students are also provided access to several open access and research help resources, including:

Google Scholar

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

BASE (Bielefeld Academic Search Engine)

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

Directory of Open Access Journals

The Directory of Open Access Journals is an online directory that provides access to free, open access, peer-reviewed journals. A full list of ACHS's open access resources can be viewed under the Recommended Library Resources section of the Library Launchpad.

Article Request Service/Shared Articles

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

To submit a request, ACHS students, faculty, and staff fill out the ACHS Article Request Form located within the Library Launchpad with all necessary citation information. This service is available Monday through Friday, 8:30 a.m. - 5:30 p.m. PT and takes approximately 72 hours for delivery.

In addition to the article request service, the ACHS Library contains a bank of shared articles. These articles are sources ACHS students, faculty, and staff have requested or purchased in the past, and should only be used for scholarly purposes.

Journal Alerts

Journal alert notifications are set up via the ACHS Library Twitter Feed and linked to the PubMed database. Every time a new article is published within PubMed on topics including essential oils, herbs, nutrition, and complementary and alternative medicine, they are sent to the ACHS Library Twitter Feed and posted under the journal alerts section of the Library Launchpad.

Library Resource Guides

These specific tools are instructional guides on library topics including a guide on what's in the library, searching the library databases, search strategies, evaluating resources, how to publish an article, the Library ChatStaff service, and the Latin Pronunciation Guide.

Library Subject Guides

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

- Anatomy & Physiology
- Aromatherapy
- Chemistry
- Integrative Health Sciences
- Herbal Medicine
- Holistic Nutrition

Library Training Video Resources

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

APA and Citations Assistance

These specific tools are downloadable APA and references cheat sheets, video tutorials, ungraded quizzes, and worksheets for those needing extra assistance with citing and referencing in the APA 7th edition format.

Student Center Writing Support

Writing lab tools are also available for students of all levels in the Student Center. Review common writing errors and download resources to help practice and improve as they progress through their coursework. ACHS also offers a Peer Tutoring service. Students should contact their instructor for more information.

Contact the Librarian

The best way to contact the ACHS Librarian with research questions or questions about the ACHS Library resources is to email librarian@achs.edu, submit a request via the Ask the Librarian button in ACHS online classrooms, or post to the Ask the Librarian discussion board in the ACHS Library Launchpad, contact us tab.

Additionally, an offsite librarian is available to chat after hours and on weekends via the ACHS 24x7 Chat Service, Chatstaff.

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 achs.edu/alumni-discounts for details.

Student Grammarly Account

Grammarly is a Web app that, according to Forbes, “quickly and easily makes your writing better.” ACHS uses Grammarly across the institution. This tool is like having a writing tutor anytime and anywhere (except with pen and paper!).

All active ACHS students have full premium account access to Grammarly. Visit the Student Center in Canvas for more information about Grammarly and additional writing resources.

To access a premium Grammarly student account, go to grammarly.com/edu/signup, enter name, password, and student email address @achs.edu. Then follow instructions to integrate the app into most web browsers and some word processors.

Student Housing and Counseling

As a distance learning institution, student housing and meals are not provided. Discounted hotel accommodation rates may be available for out-of-town students attending optional activities such as graduation.

Counseling and healthcare services are available to students through TimelyCare. TimelyCare offers 24/7 Access to Virtual Care, Self-Care & Well-Being Tools including Health Coaching. Students who are actively taking courses have access to these services and can register online at timelycare.com/achs. Student advising and resource services are also available to students through their professors and Student Services (stuserv@achs.edu).

Student ID Cards

ACHS provides student ID cards to enrolled students upon request. To receive your student ID card complete the [Student ID Card Request Form](#) or call 800.487.8839. Your ID card will be emailed to you within 1-2 weeks following verification of your student status.

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 achs.edu/other-fees). Order transcripts or request a Letter of Recommendation at achs.edu/alumni-services/

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
- 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.

College Policies (in alphabetical order)

Academic Calendar

The ACHS academic calendar can be found at achs.edu/academic-calendar.

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

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

Academic Credit

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

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

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

Academic Honesty

ACHS believes 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.

ACHS expects all ACHS students to be completely honest. Each student must complete their own assignments and examinations. Evaluation is based on the merit of original coursework. To uphold Academic Honesty, students will:

- Complete their own work, including all writing submissions, discussions, tests, and exams.
- Honor all closed-book exams and not refer to outside materials.
- Never share assessment questions before or after taking a test or exam, copy the test/exam questions, or store test/exam questions on their computer.
- 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 their 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
- Copying and pasting AI generated content without including appropriate citation

- Using paper-generating websites to generate or alter unoriginal content to avoid plagiarism detection

Students must author any work submitted at ACHS. Submitting AI-generated content as original work is prohibited and will be regarded as a breach in the academic honesty policy. Students are still held responsible if plagiarism is inadvertent. Whether they choose to summarize, paraphrase, or quote an author, ACHS requires students to form their own ideas and use their own words. If they are unsure whether or not they are properly attributing, students should consult with their professor(s) and refer to the resources in the 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 behalf of another student
- 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 students have breached the Academic Honesty Policy, they are responsible for investigating the situation and taking appropriate action. If academic dishonesty is suspected, the professor will first discuss the incident directly with the student to determine if the act was intentional.

If the professor believes the breach was **unintentional**, the first step is for the student to resubmit their 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**, they may give a failing grade for that assessment. Depending on the gravity of the plagiarism or cheating, or the assessment in question (e.g., a final exam), this may result in failing the course.

Generally, students who have cheated on a final exam will not be permitted to retake the exam and will instead be required to retake the course in its entirety if they are permitted to continue with the institution.

Reporting Dishonesty

Any student can anonymously report dishonesty to student services at stuserv@achs.edu or call 800.487.8839 for investigation.

Questions?

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

Access & Accommodations Policy

American College of Healthcare Sciences (ACHS) is an equal opportunity educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). The ACHS online platform exceeds the defined student requirements of Section 508, the U.S. Federal Accessibility Standard for electronic and information technology. ACHS utilizes state-of-the-art courseware and support services in their learning platform, Canvas.

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

Assessment

Due Dates

As busy adult learners, we appreciate that life events can sometimes interfere with studies. ACHS courses are designed to provide flexibility for 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 discussions in class are engaging and interactive, and also provide structure for coursework to help students successfully complete their course(s).

If students anticipate not being able to meet a due date for a module assignment, they must contact their professor in advance or the ACHS Late Grading Policy will apply. View the full policy at achs.edu/late-grading-policy.

If submitting late work, students should email their professor so they know when work is ready to be graded. Students are asked not to post messages about being late in the Instructor's Virtual Office or Community Café, where it can negatively impact the motivation of other students.

Make-up Work

Students are required to notify their professor and/or student services advisor if they will not be able to meet any deadline. If students do not complete an assessment on or by a set date because of illness, technical issues, or other serious problems, the professor or student services advisor can permit additional time to complete the assessment.

On-campus intensives and study abroad courses: Students are required to attend and maintain a passing grade for at least 80% of the course to successfully complete. Where a student does not complete an assessment or exam on the set date because of illness or other serious problem, and where reasonable, the professor may permit the student to complete the assignment or exam at an alternate time, but no later than two weeks after the last day of class.

Required Assessments

Final grades are made up of points from each assignment in the course. Students can see how the final grade for courses are calculated in each course syllabus. Some assignments are weighted much more heavily than others, in order of importance for the course and program learning outcomes, as determined by faculty and subject matter experts. Students must receive a final course grade of 60% or higher to pass the course.

ACHS courses also feature asynchronous discussions, knowledge building quizzes, and smaller module assignments designed to keep students engaged and help them

learn the materials; these also vary by course. Students will receive an assignment grade of “0” for any assignments not submitted.

Non-required assignments have been organized to contribute a very small percentage to the final course grade, in proportion to their importance, as determined by faculty and subject matter experts.

Campus Security

ACHS takes the safety of all stakeholders, including visitors, students, faculty, and staff, very seriously. The College makes every effort to provide students and staff with a safe and secure environment in which to study and work. ACHS’s offices are open to the public Monday through Friday, 8:30 a.m. to 5:30 p.m., Pacific time and during special events. The College’s offices are secured during non-business hours.

Note, as a distance education only institution, ACHS is exempt from Campus Safety and Security Reporting.

Census Period

Title IV Recipients: ACHS is a non-attendance taking institution. Students using federal financial aid are required to establish participation within the first 14 days of the semester to be eligible to receive funding for the semester; Title IV funds are then disbursed for a student under the assumption that the student will participate for the entire period for which the assistance is awarded.

Challenge Exams

Challenge exams are available to students who are able to demonstrate proficiency in the course learning outcomes through prior education or experience but may not have eligible transfer of credit. Note, doctorate students are not eligible to earn credit by challenge exam.

Challenge examinations consist of the final exam for the course and require the exam to be proctored; learn more about exam proctoring online at achs.edu/exam-proctoring-requirements. In courses that culminate in a final paper, the challenge exam consists of comparable writing assessments. Please Note: CAP 501, the graduate

capstone course, can not be completed by challenge exam or comparable paper submission. A \$75 fee applies for each Challenge Exam.

Before attempting the exam, students may review the course description, learning outcomes, and a list of required textbooks on the ACHS website under each course description.

The passing score for challenge exams is 70%.

No more than 25% of the credits towards a degree can be obtained through examinations and are subject to ACHS's maximum allowable transfer of credit requirements in combination with transfer of credit for earned academic credit. Details are available from Admissions or Student Services; view fee information online at achs.edu/other-fees. Challenge exams may generally only be attempted once; additional attempts require approval by the Academic Standards Committee.

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 canceled and a prorated tuition adjustment will be credited to the student's account in accordance with the institution's refund policy (refer to the Refund Policy).

Students may also be eligible to earn credit by CLEP, DSST and AP exams:

- College Level Exam Program) CLEP exams - achs.edu/clep-exams
- DANTES (DSST) Credit-by-Exam program - getcollegecredit.com/
- Advanced Placement Tests (AP) - achs.edu/AP-tests

Change of Address

Change of addresses and other contact information can be submitted at achs.edu/change-address. Students who have recently registered for classes are asked to contact student services at 800.487.8839 or email stuserv@achs.edu right away to ensure course materials are shipped to the correct address if applicable.

Please contact stuserv@achs.edu to update an email address.

IMPORTANT: Students are required to allocate one email address for their ACHS student record and use this email exclusively for electronic communications with the College, including the submission of registrations 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)) (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.”

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 copyright.gov.

Course Length

ACHS courses are cohort-based and completed over 15 weeks. Select accelerated courses may also be offered and are completed over 7.5 weeks. Courses start and end on specific dates and course due dates are set throughout each semester. Students can view the start and end dates of each class within their online classroom, within their account at portal.achs.edu/, and on their enrollment paperwork. Students will find due

dates for each course within the online classroom and in the integrated course calendar.

Dean's List

At the end of each semester, students who have earned a 4.0 GPA for the semester will be honored with the distinction of being listed on the Dean's List. Students who receive "I" (Incomplete) grades during the semester are not eligible for the Dean's List.

Learn more about the published ACHS Dean's List online at achs.edu/achs-deans-list.

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 nationally (1.800.662.HELP). Drug Free World resources: drugfreeworld.org/#/interactive – Stories from real people who experienced addiction and how they recovered as well as informational resources.

Alcoholics Anonymous (aa.org/) and Narcotics Anonymous (na.org/) for immediate and on-going support

Students with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their primary care physician or other local healthcare or mental health professional. Students experiencing instances of substance abuse are urged to seek assistance from local resources.

Annual Notice to Students

The Registrar's Office provides an annual distribution of information related to the ACHS Drug and Alcohol Use policies including:

- Prohibition of illegal use, abuse, possession, manufacture, sale, transfer or distribution of drugs by students while on campus or at any ACHS-sponsored event
- Possible legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- Health risks associated with the use of illicit drugs and the abuse of alcohol
- Information regarding resources for counseling, treatment, or rehabilitation services available to students
- Disciplinary sanctions for students that violate the ACHS Code of Conduct up to and including expulsion and referral for prosecution

This policy is reviewed biennially by the ACHS academic teams and board of directors.

Dual Capstone Policy

The ACHS capstone project represents a culmination of a student's academic work and experience with ACHS. The purpose of a capstone project is multi-faceted: to demonstrate mastery of a particular subject, to demonstrate achievement of program learning outcomes, and to enhance a student's professional portfolio. During the capstone course, students design their own capstone projects and draw from all facets of their education. Due to the highly specialized nature of a capstone project, students pursuing two master's degrees with ACHS will typically be required to complete two distinct capstone projects. In some cases, a student may petition the Academic Standards Committee to complete one capstone project that meets the requirements for two master's degrees.

The following parameters must be met in order to qualify for review by the Committee:

- The student must be enrolled in two master's degrees concurrently
- The capstone project must align with the learning outcomes of both programs

View the procedure for applying for a dual capstone online at achs.edu/capstone-dual-majors.

Dual Program Enrollment Policy

Dual enrollment is designed to provide students with the opportunity to broaden their training and seek additional qualifications through stackable credentials. Generally, students will be required to complete a program prior to enrolling in a secondary program. In special circumstances, dual program enrollment may be approved by the Academic Standards Committee in accordance with the following guidelines.

General Guidelines for Dual Program Enrollment

1. Dual programs must be in complementary disciplines.
2. The student must meet all admissions requirements for both programs.
Students applying for dual program enrollment must have a minimum incoming GPA of 3.0 for new students. Current students must hold a 3.0 cumulative GPA at ACHS, have completed at least 12 semester credits, and be in good academic standing.
3. Dual program enrollment must be approved by the appropriate Program Dean(s).

Students applying for Dual Enrollment in a Master degree program may also petition to complete a single Capstone project, subject to advance approval by the applicable Program Dean(s). See the Dual Capstone policy.

Please note: If already a graduate of an ACHS Master Degree program and returning to complete a second degree, the student is not eligible to petition for a dual Capstone.

Final Examination Process

Online Examinations

The ACHS 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. All final exams are closed-book and must be taken without the use of notes or other reference materials; students are expected 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 assessments at appropriate intervals throughout their program. This verifies that the student who takes the exam is the same person who enrolled in the program and that the examination results will reflect the student’s own knowledge and competence in accordance with stated learning outcomes. Students complete proctored exams through the online classroom in Canvas; proctored exams require a web camera. For more information, please visit achs.edu/exam-proctoring-requirements or email stuserv@achs.edu.

Grading Policy

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

Grading Scale

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

Letter Grade	Percentage Grade	GPA Points	Included in GPA	Included in Total Attempted Credits
A+	> 96%	4.0	Yes	Yes
A	93-95%	4.0	Yes	Yes
A-	90-92%	3.7	Yes	Yes
B+	86-89%	3.3	Yes	Yes
B	83-85%	3.0	Yes	Yes
B-	80-82%	2.7	Yes	Yes
C+	76-79%	2.3	Yes	Yes
C	73-75%	2.0	Yes	Yes
C-	70-72%	1.7	Yes	Yes
D+	66-69%	1.3	Yes	Yes
D	62-65%	1.0	Yes	Yes
D-	60-61%	0.7	Yes	Yes
F	59% and below	0.0	Yes	Yes

Letter Grade	Percentage Grade	GPA Points	Included in GPA	Included in Total Attempted Credits
CHAL	Challenge Exam successfully passed; credit given, no grade points.	N/A	No	Yes
I	Incomplete; no credit or grade points.	N/A	No	Yes
I/Alt Grade	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.	See Points for Alt Grade	Yes	Yes
W/Alt Grade	Indicates “W” grade was completed and converted to a passing grade (e.g., W/R in the event the course is retaken). Grade points and credits are assigned using the alternative grade’s measurement.	See Points for Alt Grade	Yes	Yes
P	Credit Given, No Grade Points	N/A	No	Yes
NP	No Credit Given, No Grade Points	N/A	No	Yes
R	No Credit Given, No Grade Points	N/A	No	Yes
T	Transfer Credit Awarded - Credit Given, No Grade Points	N/A	No	Yes
W	No Credit Given, No Grade Points	N/A	No	Yes
AW	Administrative Withdrawal; administratively assigned due to withdrawal by the institution. Reasons for AW include, but	N/A	No	Yes

Letter Grade	Percentage Grade	GPA Points	Included in GPA	Included in Total Attempted Credits
	are not limited to, non-payment or violations of the ACHS Academic Honesty Policy (Honor Code).			

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; D=1 grade point; 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:

EXAMPLE STUDENT TRANSCRIPT			
Course	Credit Hours	Grade	Grade Points
AROMA 101	3	A	12
AROMA 203	3	B	9
ENG 101	3	C	6
NAT 101	3	F	0
12 Total Credit Hours Attempted			27 Total Grade Points

To get the example student's GPA, the total grade points are divided by the total credit hours attempted. For example: $\text{Total Grade Points} / \text{Total Credit Hours Attempted} = 27 / 12 = 2.25$

Transfer and Readmitted Students/Students Changing Majors

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

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.

GPA & Pace of Completion Calculations

Add/Drop Policy

Students may add courses within the first 14 days of each semester. Students who add courses after the start of the semester are responsible for fulfilling all course requirements.

Students may drop courses through the last date to drop with refund, as outlined on the ACHS Academic Calendar. A pro-rata refund will be applied in accordance with the institution's refund policy. Courses dropped before the last day to drop will receive a "W" grade; courses dropped after the last day to drop will receive an "F" grade.

Requests to drop should be submitted via email to Student Services at stuserv@achs.edu; phone or fax to 800.487.8839; or mail to ACHS, 5005 S. Macadam Ave, Portland, OR 97239. When dropping a course, the refund policy is applied based on the date the request is received at ACHS or the postmarked date if mailed, not the last date of attendance.

Course Incompletes – "I" Grade

Students who are unable to complete a course due to circumstances beyond the student's control may be eligible to apply for an Incomplete "I" grade.

- Student has completed at least 50% of all coursework two weeks prior to the end of a semester (or one week prior to the end of an accelerated term). For courses with a major project such as a research paper, or case study portfolio, the student must have submitted a first draft as part of their completed coursework to qualify for an incomplete. For capstone courses, students must have submitted at least one draft of all sections of their paper.
- Student requests an Incomplete by submitting an Incomplete Grade Request form contact.achs.edu/incomplete-grade-request-form by two weeks prior to the end of a semester or one week prior to the end of an accelerated term (fees apply—view fee information at achs.edu/other-fees). The Incomplete Grade Request form requires students to provide a specific plan for completing all outstanding coursework within 30 days.

- Incomplete grade requests are reviewed and decided by the student's advisor in collaboration with faculty teaching the incomplete course(s).
- Students will receive notification of the decision on their request via email and/or phone.
- During the 30 days provided for completion, students are required to meet with their assigned Student Success Advisor by phone or virtual conference or provide a written update to demonstrate progress and receive support and coaching as needed to complete outstanding coursework.
- Students will regularly communicate with their course Faculty regarding any questions or concerns and notify the instructor when work is submitted.
- Students will be given up to 30 days to complete outstanding coursework; additional time may be granted in special circumstances. If a student requires more than 30 days and has not submitted a satisfactory amount of work (at least 50% of all outstanding coursework needed for course completion) then the student must retake the course.

Incomplete grades not converted to a passing grade within one year will be assigned a failing or "F" grade, and the student will be required to retake the course. Students who have completed at least 50% of the course and have not applied for an Incomplete grade will receive an "F" grade, also called an "Earned F", and the student will be required to retake the course.

An "I" grade does not impact the calculation of CGPA. Credits associated with courses in which an Incomplete grade is received are included in Total Semester Credits Attempted, and they count toward the maximum timeframe for completion. Please see Grading Scale for more information.

Course Withdrawals — "W" Grade

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

Course Repeats

Credits from all course attempts will be counted in Total Semester Credits Attempted and count towards the Maximum Time Frame for Completion. Only the highest grade received will be included in the calculation of CGPA. Upon completion of the repeated course, the grade earned will be included in the GPA. The grade in the original course will be changed to R to indicate it was repeated.

Generally, a course may be repeated one time. In exceptional circumstances, the Academic Standards Committee may approve additional repeat attempt(s). 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.

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 their professor, the student may petition the Academic Standards Committee (ASC). The student must submit the Academic Standards Committee Petition Form 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 in coordination with the Program Dean and make a final determination. The Program Dean or ASC designee will advise the student of the Committee's decision by email or in writing and will update the student's academic record with the appeal decision.

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

Assessment Re-submissions

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

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

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

Retaking the Final Exam

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

Graduate Profiles

We profile successful graduates and their professional and personal achievements on our website at 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.

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, provided the student has not experienced an interruption in their studies.

To graduate, each student must:

- Complete all assessments and examinations, including applicable interval proctoring requirements, 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 studentloans.gov/myDirectLoan/index.action
- Complete the Graduation Application form (contact.achs.edu/graduation-application) and pay the graduation fee

ACHS hosts a graduation ceremony once a year; the event is live streamed for all graduates and their family to join online and may include an in-person attendance option. 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 inclusion of their name in the official graduating class roster by submitting 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.

Please note that graduation information for students who have opted out of the release of directory information **will not** be read at graduation including name and program completed.

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 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 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 contact.achs.edu/achs-transcript-request.

Applications for graduation are processed in order of receipt; view graduation deadlines and more information online at achs.edu/achs-graduation-celebration/. Rush

graduation may be requested with an additional fee (view fee information at 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. Students are eligible to walk in graduation during their final semester; official conferral of certificate, diploma, or degree will occur upon completion of all program requirements.

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 achs.edu/delta-epsilon-tau-honor-society.

Leave of Absence Policy

Course

If a student needs a temporary leave of absence from a course, the student should reach out to their student services advisor and instructor. In some cases, the student may be able to make arrangements to submit coursework ahead of schedule or receive modified due dates to cover the leave period. Students are required to participate in substantive interaction in class each week, so approved leave options during a course may be limited. Students should refer to the section in this catalog and in their course syllabus titled, Required Assessments, for more information about managing course assignments.

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

Students wishing to drop a course may do so in any manner and may want to also discuss options with their student services advisor at 800.487.8839 or email stuserv@achs.edu. Requests to drop a course should be sent to Student Services via email to stuserv@achs.edu; phone or fax to 800.487.8839; or mailed to ACHS, 5005 S. Macadam Ave, Portland, OR 97239.

A student may be required to purchase updated materials when the course is rescheduled if materials have been updated for the next intake. A student's financial account must be in good standing to schedule the course for the next semester. Students will be charged for the current tuition and fees at the time of re-registration. ACHS cannot guarantee that space will be available in the next intake. In this case, an alternate course in the student's program may be recommended.

Program

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

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

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

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

Students considering an LOA must contact their student advisor to discuss strategies to help them continue their studies prior to requesting the LOA. To apply for an LOA, students should submit the Leave of Absence Request form located at: tinyurl.com/y4ub56pv.

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

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, they 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 their choice upon return to the institution for the two semesters immediately following their discharge from active duty.
- The ASC has the discretion to waive or suspend any College policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the College due to a call to active duty service.

Netiquette

“Netiquette” is the term used to describe the social code of network communication. It becomes crucially important in online courses since they do not include any “face-to-face” interaction with all communication being conducted via written words (emails and discussion boards). Online courses also lack non-verbal communication, such as body language, facial expressions, and voice interactions, making it easier to misunderstand words. More information about netiquette is provided to students in the ACHS Online Orientation and Student Center.

Non-Discrimination

American College of Healthcare Sciences is committed to equal opportunity and equal treatment for all qualified individuals. The College will not discriminate against any person because of age, gender, gender-identity, color, race, national origin, religion, sex, sexual orientation, marital status, disability, veteran status, or any other class protected by law.

Petitioning for Deviation from Standard Program (Course Substitution)

The purpose behind all academic program requirements is to preserve the integrity of the program. At times, a student might request a deviation from the standard program requirements. Any modifications of academic programs or waivers of requirements are granted only after careful consideration by the Academic Standards Committee (ASC), including review by the chief academic officer 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 their student advisor to discuss the reasons for seeking a modification of the academic program or waiver of academic

requirements. The advisor will direct the student to complete ACHS's Academic Petition requesting Deviation from Standard Program with all relevant supporting documents. The ACHS Petition can be accessed [online here](#).

2. The petition will be reviewed by the Program Dean and may include consultation with faculty and other Academic Standards Committee members as needed to ensure the program-level outcomes will still be able to be met.
3. The student is notified of the Committee's decision by email, telephone, text, or mail.

Program Transfer Policy

Students considering transferring programs are asked to speak with their student services advisor. Students who would like to transfer programs should complete the [ACHS Standard Petition](#) for review by the Academic Standards Committee. Students must be in good academic and financial standing to be eligible to transfer.

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.

Provisions for Undergraduate Student to Take Graduate-Level Courses

An undergraduate student may take up to nine credits of graduate-level courses and must meet the following criteria:

1. The student must have an overall grade point average of 3.0 or better through the preceding term, or most recent institution if not currently an ACHS student.
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.

Readmission

Students who voluntarily withdraw, must apply for readmission to ACHS through the Office of Admissions, meeting the current admissions requirements, and subject to approval by the Academic Standards Committee (ASC). Administratively withdrawn students who do not apply for reinstatement within one year of the withdrawal date must also apply for readmission.

Readmission does not change the student's original entry date. At the time of re-entry, the student's academic records will be evaluated in order to determine if it is possible for a satisfactory 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 may be readmitted under the current catalog and program requirements, and may be eligible for Title IV funds upon re-enrollment (federal financial aid requirements apply).

After being readmitted to ACHS, any student not maintaining satisfactory academic progress each semester thereafter will be administratively withdrawn from ACHS and will not be eligible for readmission. Students will receive written notification of administrative withdrawal.

Reinstatement

Program

Students who interrupt their studies by officially withdrawing from the College are eligible to apply for reinstatement within one year of withdrawal. All other students are required to apply for readmission.

Students will be held responsible for the program requirements in effect and published at the time they are readmitted or reinstated into that program. A student who has been officially reinstated is expected to remain in good academic standing based on current standards.

To apply for a reinstatement, the student must complete an Academic Standards Committee Petition Form for Committee review. If reinstatement is approved, the student must pay the current reinstatement fee (view fee information at achs.edu/other-fees).

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 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. Students must complete all assessments by the last day of the semester.

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.

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 complete all academic requirements and be in good financial standing to graduate, with all fees paid. Certificates, diplomas, and degrees feature the College seal and are signed by the institution. Students can access their unofficial transcript and other student records in their student portal account; contact the Registrar’s Office for assistance at registrar@achs.edu.

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 info@achs.edu). Students may not directly solicit or distribute commercial literature by any means.

Standards of Academic Progress

(Satisfactory Academic Progress, SAP)

ACHS expects all students to maintain satisfactory academic progress (SAP) toward completion of their enrolled program regardless of program and enrollment status. This policy is in effect for all students including students who receive Title IV federal financial aid and non-Title IV students. This policy also applies across all categories of students at all rates of pursuit (full-time, part-time, etc) and all programs that award academic credit; students in all classifications and programs that award academic credit are treated the same.

At the end of each semester, grade-point averages and rate of completion are calculated to determine academic and financial aid standings. Students are notified of their academic and financial aid standing via the primary telephone number, email address, or mailing address provided by the student and recorded on the student record.

Students can view their current contact information in the student portal at portal.achs.edu. Requests to update contact information may be sent to the Registrar's Office at registrar@achs.edu by phone to 800-487-8839, or submitted via the online portal. Students may also submit a change of address online at <https://achs.edu/change-of-address/>.

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

How Satisfactory Academic Progress is Reviewed

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

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

- **Grade Point Average** – This qualitative standard requires students to achieve and maintain a cumulative GPA (CGPA) - 2.0 for undergraduate students and 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.
- **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 Associate 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:

Program Level	Maximum Time Frame (attempted credits)
Associate of Applied Science Degree – 60 credits	90 credits
Undergraduate Certificate – 12-18 credits	18-27 credits
Undergraduate Diploma – 27-42 credits	41-63 credits
Bachelors Degree – 120 credits	180 credits
Graduate Certificate – 12-15 credits	18-23 credits
Masters Degree – 36 credits	54 credits
Doctorate Degree – 60 credits	90 credits

Participation and Maximum Time Frame 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.

Continuous Enrollment

ACHS students are expected to study continuously, i.e. take a course in each semester as applicable to their program, in order to remain in good academic standing. Students who need to interrupt their studies for personal or medical reasons may petition for an approved leave of absence using the [ACHS Leave of Absence Form](#). Students who do not apply for and receive an approved leave of absence and do not earn credit after three semesters will be administratively withdrawn.

Academic Standings

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

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

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

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

(undergraduate) or 3.0 (graduate) or better and a completion rate of at least 67% in the subsequent semester will be removed from Academic Probation.

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

Academic Suspension Appeal

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

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

Reinstatement

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

Financial Aid Standings

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

- **Financial Aid Warning:** This occurs after the first semester the student does not meet SAP. Students will need to meet with their academic advisor to identify

how ACHS can help. Recommendations might be weekly meetings, tutoring, or working with a peer tutor, 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 contact.achs.edu/financial-aid-warning-appeal. Students are asked to be specific in their appeal and include all information they would like the Financial Aid (FAC) to consider.

In certain situations, an appeal may be warranted, including, but not limited to, the following:

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

Financial aid appeals are individually reviewed by Program Deans, and students are notified in writing of the decision within 30 days of receipt of the appeal; these decisions are final.

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

Student Classifications

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 one undergraduate credit per semester at the time of census.
- **Inactive Student** designates a student who has not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and has not applied for and received a formal leave of absence.
- **Lifelong Learner** designates a student who is not admitted into a degree program but is enrolled in classes.
- **Admitted Student** designates a student who has completed the admissions process and been accepted for admission by the ACHS Admissions Committee.

Graduate Student Classifications

- **Post-Baccalaureate Student** designates a student who has completed a baccalaureate degree.
- **Graduate Student** designates a student who has completed a baccalaureate degree, has been admitted to a master's 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 one graduate credit per semester at the time of census.
- **Inactive Student** designates a student who has not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and has not applied for and received a formal leave of absence.

- **Lifelong Learner** designates a student who is not admitted into a degree program but is enrolled in classes.
- **Admitted Student** designates a student who has completed the admissions process and been accepted for admission by the ACHS Admissions Committee.

Doctorate Student Classifications

- **Doctorate Student** indicates a student who has been admitted to a doctorate degree program.
- **Doctoral Candidate** designates a student who has completed the core requirements in a doctorate degree program and is working toward completing a dissertation.
- **Full-Time Student** designates a student who is registered for a minimum of eight credits per semester.
- **Half-Time Student** designates a student who is registered for a minimum of four credits per semester.
- **Active Student** designates a student who is registered for a minimum of one graduate credit per semester at the time of census.
- **Inactive Student** designates a student who has not been registered for at least one credit hour that contributes to degree requirements (as determined by the Program) in an academic year and has not applied for and received a formal leave of absence.
- **Lifelong Learner** designates a student who is not admitted into a degree program but is enrolled in classes.
- **Admitted Student** designates a student who has completed the admissions process and been accepted for admission by the ACHS Admissions Committee.

Student Feedback

As part of the higher education process, students have the opportunity and are expected to provide feedback about ACHS curriculum, professors, online services, and administrative staff. Feedback is solicited through student surveys in each course; additional surveys are requested at other intervals during studies and after graduation. ACHS relies on student feedback to inform the institution's 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 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.

Oregon Office of Degree Authorization

Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to complaints@hecc.oregon.gov. Students may also access our Complaints web page at oregon.gov/highered/about/Pages/complaints.aspx or visit the complaints page at NC-SARA's website: nc-sara.org/student-complaints.

CA Bureau for Private Postsecondary Education

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 bppe.ca.gov/.

Distance Education Accrediting Commission

Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, DC 20036, 202.234.5100, deac.org.

Out-of-state students can view a list of state office contacts at achs.edu/distance-learning-complaint-process-out-state-students.

Student Identity Verification

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

Upon enrollment, ACHS requires students to provide a copy of a valid government-issued ID. This ID is kept in the student's permanent academic record and referenced for identity verification during proctored assessments. Students are also issued a unique login and passcode at the time of enrollment used to access all ACHS systems including the student's ACHS email and online classes.

Student Records

The College maintains records for each student. Student records include the student's enrollment application and agreement, semester registration contract(s), any personal information necessary for the College's business, transcripts, comments, evaluations, letters of concern and appreciation, and records of any College action. College staff and the applicable regulatory agencies have access to student files for educational and business purposes. Third-party access to student records is limited unless the student has provided written consent. Students have rights of inspection and correction of their records. Student information of a private, personal, or confidential nature that is provided to the College will only be disclosed in compliance within the Family Educational Rights and Privacy Act (FERPA). Information required for transcripts of all former students is permanently retained.

As an Institute of Higher Learning, the federal rules provided by FERPA govern student privacy.

FERPA requires that ACHS maintains the confidentiality of academic and personal records of each student. Directory information, including name, major field of study,

dates of attendance, degrees, honors and awards received, and enrollment status may be released at the discretion of the registrar. If a student does not wish any of this information to be released, they 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 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
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

For more information about FERPA, including what constitutes directory information, go to 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
- Air Force: Air Force, Air Force Reserve, Air Force National Guard
- 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 they are 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 they are the student. Students may assign an authorized agent or update their agent by submitting the ACHS Authorized Agent form available at 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 uses a student's 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 along with the new government i. Please submit documentation to the Registrar's Office at registrar@achs.edu or mail to 5005 S. 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 language, graphics, or images that are offensive or do not contribute to scholarly discourse.
- 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
- Gratuitous use of graphics or images that may be considered offensive and/or do not directly contribute to further learning in the classroom.
- 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:

- 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 or gender 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 they 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.).

- As the appropriate staff or faculty member may not see all discussion or forum posts, please contact updates@achs.edu to voice feedback or ideas for improvement for the course or College. ACHS values student comments and feedback and loves hearing from students.

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 director of academic services when possible. The director of academic services or nominee coordinates the corrective meeting. They will give notice by phone, email, text, or mail to the student (or to their guardian if the student is a minor) to meet for a corrective meeting.

A corrective meeting may be held in person, by telephone, or online. If the student does not meet as requested, a decision may be made in the student's absence. At the corrective meeting, the student and the College official will review the situation and discuss possible action. The College official will provide the student with an opportunity to respond and discuss this response. The College official will inform the student of ACHS's decision with respect to the situation within 30 business days of the meeting and sooner when possible. The results of the corrective meeting are binding.

Forms of Discipline

The College official may impose the following forms of discipline following a corrective meeting:

- **Reprimand:** Written or verbal notice that a student's conduct in a specific instance does not meet ACHS standards and that continued misconduct may result in a more serious disciplinary action.
- **Probation:** Notice that the student found in violation of ACHS standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.
- **Restitution:** Reimbursement for damage to, or misappropriation of property, which may take the form of appropriate service to repair or otherwise compensate for damages. The College official may impose restitution with any other penalty.
- **Dismissal:** For serious offences, the College official may dismiss a student from the College. Tuition will be refunded according to ACHS's refund policy. It is the responsibility of the student to notify the appropriate institution if the student has a student loan or is receiving financial aid.

Time to Complete

All students must complete their program within the following maximum completion times measured in years and based on program level:

Program Level	Maximum Years to Complete
Non-Degree (Certificate, Diploma, Graduate Certificate, up to 39 credits)	5 Years
Associates Degree (60 credits)	6 Years
Bachelors Degree (120 credits)	10 Years
Masters Degree (36 credits)	5 Years
Doctorate Degree (60 credits)	10 Years

Student time to completion is measured at the end of each semester and students are notified accordingly. Students who do not complete within these time frames and in accordance with all other policies will be administratively withdrawn following a 30-day notice period.

Please also refer to the policies on *Continuous Enrollment* and *Maximum Timeframe*.

Withdrawal Policy

Students may request to cancel or withdraw in any manner. Requests should be sent to Student Services via email to stuserv@achs.edu; phone or fax to 800.487.8839; or mail to ACHS, 5005 S. Macadam Ave, Portland, OR 97239.

Please refer to the refund policy for additional information about refunds including sample refund calculations. 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).

Students who withdraw from the institution may be eligible to apply for reinstatement within one year subject to approval by the Academic Standards Committee. All other students will be required to apply for readmissions through the Office of Admissions; readmission is subject to approval by the Academic Standards Committee.

Questions?

Everyone at ACHS is here provide support and help each student achieve their integrative health and wellness education goals. Please reach out anytime to admissions@achs.edu or call us at 800.487.8839. We look forward to working with you!



As an ACHS student you can:

- Earn an accredited certificate, diploma, or degree.
- Study with highly qualified instructors with real-world professional experience.
- Receive on-going support from your instructor and ACHS academic advisors.
- Study with like-minded peers in a dynamic and lively online learning environment.
- Join your class from your computer or mobile device, anywhere in the world, 24/7.
- Access 24/7 technical support by telephone, email, and live chat.
- Connect with our community of holistic health students.

What are you waiting for? Request information today at 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!

American College of Healthcare Sciences
5005 S. Macadam Avenue | Portland, OR 97239
800.487.8839 | 503.244.0726 (local/fax)
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Learn more: achs.edu