



## Transfer of Credit Self-Evaluation Form - Undergraduate

Today's Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

For more information regarding transfer of credit to ACHS, please view information in the ACHS FAQ Knowledgebase online at <http://faq.achs.edu> or review your Program Catalog.

Please verify the following minimum requirements for transfer of credit to ACHS. **Note: All requirements must be met before your request can be evaluated.**

- My credits were completed at a US Department of Education approved accredited academic institution. (I have verified that my institution is listed as an accredited institution in the US Department of Education database of accredited institutions online at: <http://ope.ed.gov/accreditation/>)
  - NOTE: If credits were completed at an institution outside of the United States, I have included a foreign credential evaluation, certified by a NACES approved organization.
- The institution I attended is a degree-granting institution. Note studies are not at the corresponding level if completed at a non-degree granting institution.
- I received a grade of "C" or better in all classes I am requesting to transfer.
- I have included my course syllabi and official transcript from my previously attended institution.
- I have calculated my transfer credit equivalence to semester credits to ensure I have completed sufficient credit.<sup>1</sup>  
\_\_\_\_\_ Quarter credit (QC) \_\_\_\_\_ Semester credit (SC) \_\_\_\_\_ Clock hours (CH)

I certify that the above information is **true and correct**, and I understand that providing false information is a breach of the ACHS Academic Honesty policy. (Please view the ACHS Program Catalog for more information on this policy.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Payment Information:**

The transfer of credit evaluation fee is \$40. You may include your payment information below, call 800-487-8839, or send check payable to ACHS:

Circle one: Visa/MC/Amex/Discover/JCB

Credit Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

Name as it appears on Credit Card<sup>2</sup>: \_\_\_\_\_ CVV2#<sup>3</sup>: \_\_\_\_\_

<sup>1</sup> The number of transfer credits granted for each course depends on the issuing college's definition of its credit system. Credits from a school that operates on a semester credit system transfer one-to-one. Credits from schools on a quarter credit system will transfer at a ratio of .67 semester credit for each quarter credit on a course-by-course basis, rounded to the nearest whole credit. For example, a course for which the student earned three quarter credits will transfer to ACHS as two semester credits; a course with four quarter credits would transfer as three semester credits. Courses completed on a clock hour system will transfer at the rate of 45-clock hours equals one semester credit.

<sup>2</sup> If using a third party credit card, the cardholder must complete the ACHS Credit Card Authorization form available online at <http://faq.achs.edu>.

<sup>3</sup> 3-digit code on signature line on back of credit card or 4-digit code on the front of the card for American Express cardholders

<b>ACHS Course</b>	<b>Name of Credit Issuing Institution</b>	<b>Name of Course to Transfer</b>	<b>Number of Credits Earned</b>	<b>Specify Credit Type: Quarter, Semester or Clock Hours</b>	<b>Date Credit Earned</b>
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**DEPARTMENT OF AROMATHERAPY**

AROMA 101 Introduction to Aromatherapy, 3 SC					
AROMA 203 Aromatherapy I, 3 SC					
AROMA 303 Aromatherapy II, 3 SC					
AROMA 304 Aromatherapy III, 3 SC					
AROMA 305 Aromatherapy Chemistry, 3 SC					

**GENERAL EDUCATION**

ENG 100 College Writing, Research Literacy & Critical Thinking					
ENG 101 English Composition I, 3 SC					
ENG 201 English Composition II, 3 SC					
HLTH 101 Personal & Community Health, 3 SC					
NAT 210 Anatomy & Physiology I, 3 SC					
NAT 211 Anatomy & Physiology II, 3 SC					
NAT 212 Anatomy & Physiology III, 3 SC					
NUT 101 Introduction to Nutrition, 3 SC					

<b>ACHS Course</b>	<b>Name of Credit Issuing Institution</b>	<b>Name of Course to Transfer</b>	<b>Number of Credits Earned</b>	<b>Specify Credit Type: Quarter, Semester or Clock Hours</b>	<b>Date Credit Earned</b>
PSY 101 Introduction to Psychology, 3 SC					

**DEPARTMENT OF HERBAL MEDICINE**

HERB 101 Basics of Herbalism, 3 SC					
HERB 201 Herbal Studies, 3 SC					
HERB 302 Herbal Materia Medica I, 3 SC					
HERB 303 Herbal Materia Medica II, 3 SC					
HERB 304 Herbal Materia Medica III, 3 SC					

**DEPARTMENT OF DYNAMIC PHYTOTHERAPY**

HOMB 201 Dynamic Phytotherapy, 6 SC					
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**DEPARTMENT OF HOLISTIC MEDICINE**

CAM 101 Introduction to Complementary Alternative Medicine, 3 SC					
HED 303 Stress Management & Emotional Health, 3 SC					
HLTH 201 Physical Activity & Wellness, 3 SC					

NAT 101 Nutrition, Bodycare & Herbalism, 3 SC					
NAT 202 Energetic Modalities I: Flower Essences, 3 SC					
NAT 203 Historical Modalities I: Iridology, 3 SC					
NAT 204 Energetic Modalities II: Homeopathy, 3 SC					
NAT 302 Holistic Pathophysiology, 3 SC					
NAT 303 Holistic Pathology & Protocols, 3 SC					
NAT 305 Wellness Coaching and Communication Skills, 3 SC					
NAT 306 Holistic Health Consulting & Business Skills, 3 SC					
NAT 307 Healthcare Terminology, 3 SC					
NAT 308 Holistic Nutrition, 3 SC					
NUT 309 Topics in Holistic Nutrition, 3 SC					