

# Student Handbook

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WE BRIDGE THE GAP TO EDUCATIONAL  
OPPORTUNITIES



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# Welcome to Portage Learning!

We know that your success is important, and so we have provided you with a relational learning experience through one-on-one instruction by professionally qualified faculty. Our self-directed delivery will allow you to master the material at your pace. Thank you for allowing us the opportunity to be a part of your journey!



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# About Us

## Our Mission

### We Bridge the Gap to Educational Opportunities

As a leader in online education, Portage Learning recognizes that for many students, there can be significant gaps in educational preparation which create barriers to students' academic and professional opportunities. Through the provision of quality and academically rigorous college courses that are affordable, self-directed, and online, Portage Learning's mission is to bridge these gaps, moving students toward their educational and vocational goals no matter where they are in life. In doing so, we assist schools in admitting well-prepared students who will positively impact their communities.

## Who We Are

Portage Learning is an academic organization accredited by the Middle States Commission on Secondary Schools (MSA-CSS). We partner with Geneva College, an award-winning liberal arts college accredited by the Middle States Commission on Higher Education (MSCHE), to offer online courses. Since our founding, we have been committed to offering excellent academic preparation and content in an engaging and relational manner. Today, this commitment is evidenced by:

- Drawing upon excellent faculty for course design and instruction
- Continuous improvement to our courses that involves seeking new methods and technologies to enable students to study and practice content for mastery and optimal learning.
- Investing in developing student support and student success departments and initiatives so that every student has a faculty member working directly with them, as well as the opportunity to connect with a team of people committed to supporting their learning and successful completion of the course.

Service, Care, Innovation, and Excellence are our Core Values that we draw upon in everything that we do. Because of our focus on serving students, we have always been mindful of the importance of streamlining enrollment and registration procedures and accommodating the challenges of diverse student schedules. Therefore, students can register for courses at any time and on any day of the year. There is no application, no fixed semester dates, and no ancillary fees. We offer college and college preparatory courses while removing the barriers encountered in traditional education.

## Portage Learning Academic Vision

**At Portage Learning, we show our care for our students in the development of comprehensive and thought-filled courses that enable our students to receive quality academic preparation that facilitates the pursuit of meaningful vocational and community pursuits.**

## Accreditation

Portage Learning is fully accredited by the Middle States Commission on Secondary Schools (MSA-CSS), St. Leonard's Court, 3819-33 Chestnut Street, Philadelphia, PA 19104, (267) 284-5000).

In addition, Portage Learning partners with Geneva College, which is accredited by the Middle States Commission on Higher Education (MSCHE; 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000, to offer online college courses to visiting students for transfer to their home institution where they intend to pursue a degree.

Please use the links below to obtain more information about the Geneva-Portage courses as well as Portage Learning's accreditation.

<https://portagelearning.com/about/accreditation>

<https://www.msa-css.org/school-profile/?oId=0065e00000B8SVK&typ=school-profile>

Portage Learning (formerly NursingABC) originally received accreditation in 2005 and has been reaffirmed in every accreditation cycle since that time. Portage Learning therefore maintains all student records and the transcription of the Portage Prep college preparatory courses accordingly. In 2023, MSA-CSS acknowledged Portage Learning has (a) demonstrated that it is effectively advancing the quality of educational experiences it offers its students, (b) meets its responsibilities to the public and the profession of education, and (c) complies with standards for accreditation that are established by the Middle States Association of Colleges and Schools. For these reasons, MSA-CSS added to our accreditation the college courses delivered in partnership with Geneva College (MSCHE). Geneva College maintains all student records and the transcription of college academic records accordingly.

**MSA – CSS**  
**Portage Learning Profile**

# Administrative Information

## Enrollment Procedures

The first step for students is to contact their school of intent to determine the need for the course. It is the students' responsibility to confirm their intended school's acceptance of transfer courses. Transferability is not something any program/college/university can guarantee; acceptance of transfer credits is at the discretion of the receiving institution.

Once you have enrolled in our online courses, your professor will be assigned within one business day [M-F]. After receiving an instructor assignment, you will be able to begin the course by completing the check for understanding. This section will include the general course information as well as technical instructions for the proper software setup on your computer. The modules are your "textbook." Communication is crucial to successful learning. We cannot emphasize enough that checking your student dashboard messaging system daily is essential. When you have worked through the module and feel comfortable with the material, you will submit the completed module and be given access to the first exam. You will complete the exam and submit it for grading by your professor. This procedure is repeated until you have finished all the modules and exams.

Detailed content information, outcomes, and objectives of each Portage Learning course is available on the website at [www.portagelearning.com/courses](http://www.portagelearning.com/courses).

## Contact Portage Learning

While many questions can be answered in the FAQ (Frequently Asked Questions) section on the website: <https://portagelearning.com/faq/accreditation>, students who prefer to talk with a staff person can email the Student Services team at [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com) or call 1-888-724-3590, option 1. Emails and calls are returned within 1 business day [M-F]. If lines are busy, please leave a voicemail.

## Administrative Forms

For accurate record keeping by Portage and for the constant improvement of our course offerings, students need to complete three forms in addition to registering for the course. A demographic survey and standard referral form will be presented upon enrolling in a course. Finally, upon completing a course, students are asked to fill out a course evaluation form. This feedback helps us to make course improvements.

## Holiday Hours

During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts:

Please refer to the Portage Learning website for a schedule of holidays for the current calendar year:  
<https://portagelearning.com/student-services/contact>

New Year's Day	Easter
Memorial Day	Independence Day
Juneteenth	Thanksgiving Weekend
Labor Day	Christmas Break

# Financial Considerations

## Cost

The current cost of each course is listed at [www.portagelearning.com/courses](http://www.portagelearning.com/courses). Tuition payments do not guarantee an outcome such as receiving a certain grade or completing within a specific timeline. Tuition guarantees an opportunity to succeed, and in distance education, the greatest factor in that success is the effort put forth by the student.

## Refund Policy

Students enrolled in Portage Learning course(s) may withdraw with written notice to [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com). Your request is to be sent from the email address associated with your account and include the number and title of course(s.) If eligible, you will receive a form that must be completed identifying the course and the reason for withdrawal that will initiate the refund process.

The refund is based upon tuition charges less \$50 per course for processing/administrative fees in accordance with the drop/add policy outlined below.

A refund for a course will **not** be given if either of the following has occurred:

- (i) Thirty (30) calendar days or more have elapsed since the date of registration\* for the course. [Please NOTE: even if a course was not started and 30 days have elapsed since date of registration, no refund is granted.]
- (ii) anything beyond module one (1) exam/assignment has been submitted.

*\*The date of registration is defined as the day course payment is processed*

After the drop/add period no further refunds are granted, although a student may still withdraw from an incomplete course upon written request to [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com).

## Medical Extension

With documentation from a licensed physician, a student can be given up to the equivalent of 1 semester (maximum of 17 weeks) in addition to the 1 year that is currently allowed to complete a course. This can be granted at once or cumulatively and must be reviewed at the Director level for approval.

If a student needs more than 1 semester, or 17 weeks, to complete their coursework, we will recommend a medical withdrawal.



## Medical Withdrawal

*Below are the policies for Medical Withdrawal for self and/or as the primary caretaker. Both require documentation and are subject to approval:*

### Refund Appeal - medical situation for **self**:

Submit documentation from physician as a basis for medical withdrawal. If approved, a refund of tuition less \$50 per course will be granted.

### Refund Appeal - medical situation as **primary caregiver**:

Submit documentation from physician to include a statement of student as primary caregiver as a basis for medical withdrawal. If approved, a refund of tuition less \$100 per course will be granted

## Military Discount

We provide a 10% military discount on all courses to currently enlisted military personnel, veterans, and spouses/dependents. Interested students should please email proof of enlistment and/or discharge [DD-214], spouse/dependents [DD-1173], to [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com), along with the intended course(s) for enrollment. We will then respond with registration instructions that will include an authorization code for one-time use.

## Portage Learning Scholarship

The number of students needing to complete multiple courses to fulfill their prerequisite requirements has increased. We recognize the growing need for these students to have a clear and dedicated path towards completing these requirements and feel the Portage Academic Scholarship will serve as a motivating force.

- 1 Complete a minimum of 18 credits through Portage Learning.
- 2 Courses must be completed within 24 months of the date of registration of the first course.
- 3 Apply and be accepted into a degree-conferring program or institution prior to scholarship application.
- 4 Once accepted into a program, complete a Portage Academic Scholarship Application. Applications are accepted and reviewed on a rolling basis.
- 5 Students receive a letter notifying them of the decision.
- 6 Students awarded a Portage Academic Scholarship receive a check in the amount of \$500 forwarded directly to the degree-conferring program or institution.

**Application**





# Organizational Policies

## Terms and conditions of enrollment

- Students have 6 months to start the course from the date of enrollment; failure to start within 6 months will result in a start date assigned at 6 months from date of registration. Students have one year from the start date to complete the course; otherwise, students will be automatically withdrawn.
- Enrollment does not qualify for deferment of existing school loans.
- Transfer acceptance is at the discretion of the receiving institution and is the responsibility of the students to confirm acceptance of transfer courses with their school(s) of intent.
- Tuition paid does not qualify as educational credit for tax purposes; therefore, students will not be issued a 1098-T at year-end.
- Students agree to the terms and conditions of the refund/withdrawal policy [see details under Financial Considerations above].

## Terms and Conditions of Re-enrollment

Students may re-enroll in a course without a waiting period unless otherwise restricted by the administration.

The following terms and conditions apply for re-enrollment:

- If enrolled in an active section of the course to be repeated, students must first request withdrawal by emailing [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com) to request withdrawal without refund. NOTE: request is to be from the e-mail address associated with the account.
- Students must enroll using the same username associated with their first attempt; duplicate accounts are not permitted.
- Students must complete the repeat course in its **entirety**.
- Students will be reassigned to their current professor; there will be no exceptions unless requested otherwise by the professor.
- If an academic violation is cited in the first attempt of the course, the following will apply to the repeat enrollment:
  - If one academic violation is cited on the first attempt of a course [see Academic Policies for details], then the 1st violation of the academic dishonesty policy in a repeat course will result in a zero on the entire exam and a 2nd violation within this course will result in a failing grade and immediate dismissal with no option to re-enroll.
  - If two violations of the academic dishonesty policy or dismissal is cited on the first attempt of a course [see Academic Policies for details], the 1st violation of the academic dishonesty policy in a repeat course will result in a failing grade and immediate dismissal with no option to re-enroll.

## Account Security

The security of your coursework is your responsibility. Therefore, it is the student's responsibility to secure personal login information and not leave coursework unsecured for others to access. Accordingly, whatever is submitted under your account will be graded as your work.

## Student Privacy

At Portage Learning, we are committed to educating the whole person, which includes notifying students about the Family Educational Rights and Privacy Act (FERPA, 1974), which provides rights to students and families regarding student education records. Education records are defined as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Students' educational records at Portage Learning and/or Geneva College are managed in accordance with the Family Educational Rights and Privacy Act (FERPA). Please note that under the Family Educational Rights and Privacy Act, (FERPA), it is a violation of federal law to publish or announce student grades to anyone other than the student and his/her school of enrollment by request. Not only do professors refrain from sharing this information with anyone outside of Portage except upon student request, but records within Portage are stored in such a way that they remain confidential. All paper documents that contain personal information are kept in secure files and shredded at the time of disposal.

FERPA protected student records fall into two categories: public, "directory information," or private, "nondirectory" information. Directory information may be released at the discretion of Portage Learning without written permission from students. Portage Learning defines directory information to include the following: name; local and home address and telephone; e-mail address; major field of study; enrollment status; dates of attendance; awards (including scholarships awarded). Students may request, at any time, that Portage Learning treats their directory information as confidential. Disclosure of non-directory information (e.g. academic records, recommendation letters, academic transcript, and medical records) requires either the consent of a student or a relevant exception as described below. Both directory and non-directory information may be shared between Portage Learning employees who have a legitimate educational reason to know the information.

FERPA does not guarantee any rights to parents or guardians of students who are attending postsecondary education institutions. Portage Learning must receive proper documentation before it will share student records with a requesting parent or guardian.

## Non-Discriminatory Policy

Portage Learning follows a non-discriminatory policy. Portage Learning admits students of any race, color, sex, religion, and national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students in the program. Portage Learning does not discriminate against students on the basis of race, color, sex, religion, handicap, and national or ethnic origin in the administration of its educational policies, admissions policies, or any other programs or services.

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## Course Content Restrictions

All course content, including exams and assignments, is the exclusive property of Portage Learning. Any form of copying, reproducing, disseminating, posting on internet sites or social media platforms, or selling any and all content found within [PortageLearning.com](https://PortageLearning.com) is strictly prohibited.

Students engaging in these practices will face immediate dismissal from Portage Learning without refund. Additionally, the student's academic record will indicate "Academic Dismissal." Recipients of the student's academic record(s) will be notified of these actions.

### Internal Portage Learning Communications:

All internal communications exchanged among Portage Learning employees, including any content or attachments contained therein, whether pertaining to disciplinary matters, policy enforcement, or information gathering or sharing, shall be considered the sole property of Portage Learning. Portage Learning retains the right to control and manage these communications and is under no obligation to share or disclose any communications to any Portage Learning students unless legally required by law.

### Videotaping/Recording of Exams:

The act of videotaping or recording exams by a student or any third party is strictly prohibited. Any student found in violation of the policy will be subject to immediate dismissal from Portage Learning without refund. Portage Learning will not release any webcam videos of students during exam sessions to the student themselves, or to any other individual or institution. Recorded files, including but not limited to webcam videos, are not maintained by Respondus or Portage Learning.

### Falsification of Academic Records:

Portage Learning strictly prohibits students from engaging in the falsification of academic records or documents. This includes but is not limited to, altering any documents affecting academic records, forging signatures, or falsifying information of official academic records such as a transcript, grade report, ID card, or any other official Portage Learning letter or communication. Any student found to be involved in falsifying academic records or documents will be subject to immediate dismissal from Portage Learning without refund, and the student account will be disabled with no option to re-enroll. Further, recipients of the falsified academic record(s) or document(s) will be promptly notified of the discrepancies.

# Course Information

## Course Content

Courses are written by content experts and reviewed accordingly. The content and measure of mastery (exams, papers, and/or assignments) are at the discretion of the discipline experts. Constructive feedback is appreciated and taken into consideration during the regularly scheduled course reviews for approval by discipline experts; therefore, individual requests/critiques will not alter the course and/or the exams/assignments outside of the review/approval process.

For a comprehensive list of available courses as well as information pertaining to outcomes and objectives see [www.portagelearning.com/courses](http://www.portagelearning.com/courses).

## Beginning a Portage Learning Course

After enrolling in a course, students are assigned an instructor within 1 business day [M-F], at which time they can begin the first module. This module will include general course information, course-specific policies, and technical instructions for proper software setup. Students are to read through the syllabus and demonstrate an understanding of all its contents.

The modules are the “textbook.” Additional resources may be suggested as a supplement to the module material [see syllabus for details]; however, these additional materials are not required for successful completion of the course.

**Communication** is crucial to successful learning. It is extremely important that students check their Canvas Inbox daily to ensure that they are not missing valuable feedback and/or direction from their course instructor.

Should a student encounter an issue with the Canvas learning platform, course material, or anything related to course delivery, that student should contact the instructor first.

Each course has specific guidelines for progression. It is the responsibility of the student to review the syllabus for understanding of all course requirements, assignments, and restrictions and to contact their instructor if clarification is necessary.

## Faculty

Portage Learning’s esteemed faculty are uniquely qualified to support online students. Our faculty members are highly regarded in their fields of expertise not just for their teaching accomplishments but also for their professional accolades. With a deep appreciation for technology and its ability to facilitate learning opportunities for nontraditional students, Portage Learning faculty are passionately committed to supporting students in their academic endeavors.

**Faculty Assignments:** Faculty are assigned by the administration. Students may not request to change their professor during the course. Students will be assigned the same faculty member for repeated courses unless requested otherwise by the professor.

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## Student Success Team

The Portage Student Success team is available to equip and encourage you through individualized academic coaching. We supplement the support that you are given by your course instructor.

- Time Management/Scheduling
- Accountability--support to help keep you on-track in the course
- Study Skills--tips and strategies
- Grade Calculations--to help you have a deeper understanding of your course progress in order to help with decisions

For more information on how we can come alongside of you, please email [studentsuccess@portagelearning.com](mailto:studentsuccess@portagelearning.com)

## Student Expectations

As a student of Portage, you should expect that you will be given prompt and impeccable service by our administrative and instructional staff. Every attempt will be made by your professor to help you to understand the material to ensure success on the exams.

**One-on-One Instruction:** Each student is assigned to his/her own professor. Personalized questions are addressed via the student dashboard messaging system. Online learning presents an opportunity for flexibility; however, a discipline to maintain connection to the course is required; therefore, communication is essential to successful learning.

**Check messages daily** to ensure you are receiving faculty feedback and/or direction. Faculty feedback on exams is noted within the exam. Professors check messages daily Monday-Friday to answer any questions that may arise.

Portage's mission includes the expectation that our students will receive quality, academic preparation. In order to achieve that goal, it is expected that students will carefully study the modules. It is the student's responsibility to learn the material by completing the modules and spending the time necessary to utilize the excellent instruction that is available through the curriculum, prepared by qualified faculty.



## Grading Scale

The grading scale is as follows:

100% - 96.5%	A+	96.4% - 92.5%	A	92.4% - 89.5%	A-
89.4% - 86.5%	B+	86.4% - 82.5%	B	82.4% - 79.5%	B-
79.4% - 76.5%	C+	76.4% - 72.5%	C	72.4% - 69.5%	C-
69.4% - 66.5%	D+	66.4% - 62.5%	D	62.4% - 59.5%	D-
59.4% and lower is a failing grade					

## Lab Component

Students enrolled in a lab course are required to watch pre-recorded, successful lab demonstrations that reinforce concepts presented throughout the course. Students are required to watch the lab videos in their entirety and complete the corresponding lab exams. In some courses, students may also be required to keep and submit a scientific lab notebook.

## Module Problem Sets

The practice problems within the modules are a part of each student's grades. Students should be sure to answer all the problems, being careful to answer the questions in their own words at all times since this is an important part of adequate preparation for the exams. After completing the problems, students are to compare their answers to the solutions provided at the end of the module. Students can then review the module content and/or contact instructors with any questions regarding missed problem set questions.

## Course Progression and Completion

It is the policy for all Portage Learning courses that only one (module/final) exam is to be completed within a 48-hour period. Research on the best practices in learning indicates that time is needed to process material for optimal learning. This means that once an exam has been completed, the next exam may not be opened or taken until 48 hours after the submission of the previous module exam. Please note, the 48-hour restriction only applies to the module exams and modules involving writing; this is programmed for all students, and therefore, not negotiable. The 48-hour restriction does not apply to lab exams.

This restriction further allows students to receive instructor feedback/class expectations as the student moves through the material. Instructors, like the College, are not available during the weekend; grading, therefore, is M-F and may take up to 72 hours during these days.

Also, it is the policy of Portage Learning to support a minimum of 28 days to complete a course; this is not a negotiable time period. *Please plan your time accordingly.*

## Course Progression and Completion [continued]

**Note:** Professors reserve the right to reset any exam taken in violation of these guidelines.

### Required Computer Accessories

It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are potentially compatible with the course, but not all features are available for all tablet computers. The latest full version of Google Chrome, Firefox, Edge, or Safari browser, as well as a strong internet connection is required for the optimal operation of the Canvas Learning Management System. In addition, this course will use the Respondus Lockdown Browser for exams. You are also **required to use the LockDown Browser with a webcam**, which will record you during an online, non-proctored exam. (*The webcam feature is sometimes referred to as "Respondus Monitor."*)

**Your computer must have a functioning webcam and microphone. You will need to be able to do a full 360-degree scan (show all 4 walls and desk) with your device. If you are unable to do so you will need to either purchase an external webcam OR use a large handheld mirror.**

**Additionally, students are required to present a photo ID that includes their picture and full name. Please note, tablets (other than iPad) are not compatible on exams using the Lockdown Browser.**

Instructions on downloading and installing this browser will be given at the start of the course. We highly recommend using a high-speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

**For more information on basic system and browser requirements, please reference the following:**

**System and Browser  
Requirements**

**Respondus  
Requirements**

### Accommodations for Students with Learning Disabilities:

Students with documented learning and / or physical disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. To receive these accommodations, the student should furnish documentation of the learning disability at the time of registration, if possible. Scan and e-mail the documentation to [studentservices@portagelearning.com](mailto:studentservices@portagelearning.com). Upon receipt of the learning disability documentation, Portage staff will provide the student with instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

# Academic Policies

**Maintaining the flexibility for our students to take exams at the time and location of their choosing requires that we ensure the validity of the students' testing area and their work. Accordingly, students are to prepare their testing area as if entering a testing center.**

Below are the requirements for ensuring that the testing area meets these standards. Students are required to follow the steps outlined **before** beginning the environment scan.

- Select a quiet location where you won't be interrupted or distracted. Avoid rooms where children or other people are present. Turn off televisions, radio, music, etc.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Make sure your internet connection is consistent and strong.
  - If your Internet is shared with others, make sure they aren't streaming videos or using applications that can slow down your internet connection.
  - Prior to starting the exam run the "Webcam Check" and "System & Network Check" in LockDown Browser.
- Clear your workspace of all other materials such as but not limited to papers, notebooks, books, etc.
- Turn off and remove **outside of your reach** cell phones, tablets, additional computers, chrome books, Bluetooth earbuds or headphones, etc.
- Dress appropriately, as if you were in the classroom.
  - Additionally, do not wear hats or sunglasses.
  - Blankets are not permitted to be worn during the exam.
- Place your computer or device on a flat, hard surface such as a table or desk, and sit in a chair during the exam.
  - Do **NOT** place the computer on your lap, a bed, or the floor.
  - Do **NOT** lay or sit on a bed/couch/floor.

## Testing Area Validation

Academic Integrity is extremely important in education, particularly in a virtual setting. We have implemented artificial intelligence monitoring to enable faculty to review exams in all of our courses to meet the demand of schools requiring proctoring.



## Testing Area Validation [continued]

Validation of the testing area is two-fold; students are required to:

- Show their photo ID on the webcam for identification verification. The student's photo ID must be clearly visible and include:
  - Photo **[must match person taking the exam]**
  - Full name **[must match name used at registration]**
- Complete a 360 scan of the room and show their workspaces.
  - Entire desk/table space in front of you.
  - Sides of your blank scratch paper **(1-2 pages only) [for appropriate courses]**
  - Back and front of your calculator **[for appropriate courses]**

**Note:** After recording the environment scan and ***before selecting “continue,”*** you have the opportunity to review the room scan. Everything mentioned above must be clearly visible or you should re-record it until it is. Failure to show and record the above during your environmental scan will invalidate your exam.

Inability to validate the testing area results in an initial warning at which time students are required to review policy as well as the demonstration video located in the course overview/Respondus monitor policy.

**[Note:** Grievances/appeals for a Testing Area Invalidation **Warning** *will not* be accepted; this is a **warning**, and no points are deducted.]

Subsequent invalidations will result in a zero; this is not negotiable. Testing area validation is a requirement of all students and to be upheld by all faculty.

INABILITY TO VALIDATE TESTING ENVIRONMENT	OFFENSE	DEFINITION	ACTION
	<b>TAIW:</b> Testing Area Invalidation Warning	<b>Testing Area Invalidation Warning</b> occurs when a student for the <u>first-time</u> fails to: <ul style="list-style-type: none"> <li>✓ do a sufficient room scan and/or</li> <li>✓ show their ID (in a readable manner)</li> </ul>	No point deduction
	<b>TAI:</b> Testing Area Invalidation	<b>Testing Area Invalidation</b> occurs when a student for the <u>second-time</u> fails to: <ul style="list-style-type: none"> <li>✓ do a sufficient room scan and/or</li> <li>✓ show their ID (in a readable manner)</li> <li>✓ and they so not head any advice given in their initial warning.</li> </ul>	0 on the exam

## Exam Requirements/Expectations

The environment scan is considered the start of an exam.

- Students must remain in full view of the camera from the time that the environment scan ends until you submit an exam.
- Students are required to maintain direct facial view in the monitor during the entirety of all exams.
- Students may not block the camera during the exam.
- Students may not access any other resources (a phone, tablet, notes, books, etc) or communicate with another person for the duration of an exam.
- Students are not permitted to wear headphones or earbuds.
- Students are not permitted to alter the exam environment by bringing items into the area that were not shown during the scan.
- The entire exam period is recorded, professors review exams for suspicious activity.

It is the student's responsibility to review policy prior to starting their coursework and to seek clarification from the professor as needed. Failure to understand course specific policies regarding violations of academic integrity will not excuse the student from its consequences. In the enforcement of the policy, no notification is needed between occurrences. If multiple occurrences are found in your course prior to your professor grading your work, each occurrence will be treated as an individual case, and the enforcement will apply as outlined within this section.

**Note:** As outlined under organization policies, Portage Learning will not release webcam videos of students taking exams to the student, or to any other person or institution. Recorded files are not maintained by Respondus or Portage Learning.

**Failure to meet the above requirements and expectations will result in an academic violation, the details of which can be found in the table below.**

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## Academic Dishonesty

Dishonesty in the classroom violates freedom and trust, which are essential for effective learning. Dishonesty also limits a student's ability to reach his or her potential. Portage places a high value on honest, independent work. In a distance learning situation, we depend on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam and/or written paper, as this would compromise the student's preparation for future work. It is required of each student to take exams without consulting course materials or study aids including, but not limited to, another person, the lesson pages, printed materials, or the Internet. It will be necessary to show all your work on exams.

- Answers are to be written in your own words and not simply memorized from course material. Word-for-word answers from course material will be considered plagiarism.
- Students may not reference or use outside materials from any source, including their own notes or drafts in a word processing document, unless explicitly instructed to do so.
- Additionally, as we are required to evaluate the mastery of the material presented in this course, the use of content/processes/methods not taught in this course will be considered as the use of an outside resource, which is prohibited.
- We do not support the use of outside resources to study, except for the ones listed in the syllabus under "Suggested External References" or provided by individual professors. If you have questions about the material or would like further explanation of the concepts, please contact your professor.
- Students enrolled in a course that requires writing are to submit work that is original and/or cited in proper formatting per course instructions.
- Course specific policies regarding academic dishonesty are presented in the course syllabus. In general, a violation of the academic dishonesty policy will result in a deduction per infraction as outlined below and dismissal from the course with a failing grade for a Tier 3 offense, following review by the professor in consultation with an administrative-instructional committee.

Deduction amounts may vary between courses; it is the student's responsibility to review their syllabi pertaining to this policy prior to starting their coursework and to seek clarification from the professor as needed. Failure to understand course specific policies regarding violations of academic dishonesty will not excuse the student from its consequences. In the enforcement of the policy, no notification is needed between occurrences. If multiple occurrences are found in your course prior to your professor grading your work, each occurrence will be treated as an individual case, and the enforcement will apply as shown below.



ACADEMIC DISHONESTY	OFFENSE	DEFINITION	ACTION
	<b>AV-T1:</b> Academic Violation - Tier 1	<p><b>Academic Violation – Tier 1</b> occurs when a student commits thier first act of academic dishonesty <b>NOT</b> on camera – for example:</p> <ul style="list-style-type: none"> <li>✓ answer is word for word from the module or answer key</li> <li>✓ submits problem with numbers that weren't a part of the question</li> <li>✓ or uses methods not taught in the course</li> </ul>	10 - point deduction per question
	<b>AV-T2:</b> Academic Violation - Tier 2	<p><b>Academic Violation – Tier 2</b> primarily occurs in these three scenarios:</p> <ol style="list-style-type: none"> <li>1.) The student commits their <u>second act</u> of academic dishonesty as described in Academic Violation - Tier 1 <b>or</b></li> <li>2.) The student commits their <u>first act</u> of academic dishonesty <b>ON CAMERA</b> - for example: <ul style="list-style-type: none"> <li>✓ uses notes</li> <li>✓ has a device in the testing area</li> <li>✓ blocks the camera</li> <li>✓ leaves the testing space</li> <li>✓ talks to someone about the exam, or another person is heard providing responses to the exam questions <b>or</b></li> </ul> </li> <li>3.) The student commits their <u>first act</u> of academic dishonesty as described in Academic Violation - Tier 1 <b>AFTER</b> their <u>first act</u> of academic dishonesty <b>ON CAMERA</b> as outlined above.</li> </ol>	0 on the exam
	<b>AV-T3:</b> Academic Violation - Tier 3	<p><b>Academic Violation – Tier 3</b> primarily occurs in these three scenarios:</p> <ol style="list-style-type: none"> <li>1.) The student commits their <u>third act</u> of academic dishonesty as described in Academic Violation - Tier 1 <b>or</b></li> <li>2.) The student commits their <u>second act</u> of academic dishonesty <b>ON CAMERA</b> as described in Academic Violation - Tier 2 <b>or</b></li> <li>3.) The student commits their <u>third act</u> of academic dishonesty after both an <b>ON CAMERA</b> and <b>OFF CAMERA</b> violation.</li> </ol>	Dismissal

## Plagiarism

Please note the additional instructions about plagiarism below that apply specifically to the proper use of outside sources when writing a paper:

- Copying but failing to properly cite short quotes copied from a source.
- Rewording major sections from a source but not citing the source.
- Copying, but failing to cite several paragraphs throughout the paper.
- Copying and pasting extensive portions of the paper from a source.
- Presenting one's own previously published work as original (self-plagiarism).

Copying, but failing to cite short quotes copied from a source may be one of the most common forms of plagiarism. Avoid this violation of academic integrity by making and keeping notes of information taken from any source including the information needed to create a citation.

Not copying directly, but rewording (paraphrasing) the information from a source but failing to cite the source is a violation of the academic integrity agreement. Make sure you avoid this form of plagiarism by including a citation after any words, data, and information that are not your own, original thoughts or words.

Copying extensive portions of the paper from one or more sources without using citations is regarded as plagiarism. Sometimes students will copy and paste from an electronic source as a shortcut to doing the research and the writing that is necessary to construct a good paper. This is the most egregious form of plagiarism and is easily recognized by professors who often utilize electronic scanning programs that detect this type of cyber-plagiarism.

Copying means duplicating from a paper or electronic source by any means including, but not necessarily limited to mechanical means, electronic copying and pasting or entering data, or information from memory, without properly citing the source.

All written documents are run through plagiarism software to ensure originality.

To avoid plagiarism, be sure to include a citation within the paper where the quote occurs (in-text or parenthetical citation), as well as a reference list at the end of the paper that contains information describing the sources used in the text. Consult your course materials and professor for instructions.

Professors have the authority to deal with plagiarism in a paper according to their best judgment. Normally, copying one short quotation without properly citing it may result in a deduction of points and instructions to rewrite the offending section. Larger infractions may result in a loss of points and the requirement to rewrite the entire paper. Copying all or nearly all of a paper will result in an automatic loss of all points for the assignment.

## Plagiarism [continued]

Written work submitted for a grade or course requirement must be original unless otherwise directed by your professor. While you may choose to use a variety of tools, such as AI software, to help with idea organization, never copy and paste the text provided by these tools and never submit an assignment with content that you haven't written yourself unless that text is placed within quotation marks and cited. If it is detected that text from ChatGPT or another type of AI software was turned in as if it was your own original words or ideas, your professor may ask you to resubmit the assignment. Should a repeat offense occur, the assignment(s) will be graded with a score of 0 with no opportunity for resubmission.

## Code of Conduct

Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct are prohibited and may be grounds for immediate dismissal from the program without refund. Unacceptable student conduct is organized into two tiers. Review the following details:

**Tier I** misconduct involves disputing the authority of faculty and/or staff, arguing persistently, writing to a professor using aggressive or abusive language, and making a negative remark about a professor or staff in any communication with them. Additionally, students are required to dress appropriately/fully clothed as if attending the classroom.

**Tier I** misconduct will result in a warning to the student by the professor if the incident is mild and a first offense. Student Services and the Academic Review Committee will be copied on the warning as well as given a copy of the offending material. A repeat of a Tier I offense automatically moves it to a Tier II offense.

**Tier II** misconduct is defined as either the repeating of a Tier I offense, or any of the following:

*Sexually harassing message(s), threatening, bullying, or attempting to intimidate a professor and/or staff member (including but not limited to use of gender, racial, ethnic, religious, or sexual slurs), or posting derogatory, defamatory statements about faculty, staff, or the Portage program on social media.*

**Tier II** offense will result in a letter from the Academic Review Committee, which will result in a disciplinary measure that involves anything, depending on the severity of the case, from a warning to failing an exam or course, to expulsion from the Portage program without refund regardless of how long the student was enrolled in the program, at the discretion of the Academic Review Committee.

By enrolling in a Portage course, a student agrees to abide by this policy and agrees that no further appeal is possible following a decision by the committee described above.

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## Grievances

If a student has a complaint about the course, the student is advised to first consult with their professor. After communicating with the professor, if the matter is still unresolved, students may file a formal grievance for consideration by the Academic Review Committee. **Appeals must be submitted within 2 weeks of the cited violation; module/lab exam appeals will not be accepted after the final exam regardless of the time period from the cited violation.** As outlined previously, grievances/appeals for a Testing Area Invalidation Warning will not be accepted; this is a warning, and no points are deducted.

The process must be via **written communication only** to [academics@portagelearning.com](mailto:academics@portagelearning.com), with **“Academic Grievance” listed in the subject line of the email**. The student must present all details for the committee to consider. The decision of the committee is final; this is not a back-and-forth process. Therefore, no further appeal is possible following a decision by the committee.

By enrolling in a Portage course, a student agrees to abide by this policy and agrees that no further appeal is possible following a decision by the committee described above.

The Academic Review Committee meets weekly, and the decision/findings of the committee are sent via email within 5-7 business days of the review.

**Note:** *All communications between Portage Learning employees including, but not limited to videos recorded by students, messages, and emails, whether related to discipline, creation or enforcement of policy, or information gathering or sharing, are the sole property of Portage Learning.*

## Remediation

Remediation of course assignments is available to qualifying students. Course specific qualifications are outlined in the syllabus.

**Note:** *Remediation will not be extended for exams/written assignments on which the student has been penalized for a violation of the academic integrity policy.*



# Transcripts

Geneva College has vetted and approved all courses offered through the Portage Learning platform; Portage Learning partners with Geneva College as a facilitator for the College's online college courses under their Portage division. Accordingly, official transcripts are issued by Geneva College.

**Note:** Official transcript requests cannot be processed through the Geneva College/National Clearinghouse site; as a transient student your request must be made through the Portage Student Dashboard **only**.

## Transcript Procedures

Course documentation is available under the transcripts tab within your Student Dashboard. Status of all requests are available by scrolling to “Previous Transcript Requests” under the transcript tab within the Student Dashboard. There is no fee for transcripts, and you can order as many as needed. However, requesting more than one transcript at a time to your school of intent can cause delays. Please allow for delivery and processing timing before requesting another.

You may request a transcript at any time **after your final course grade is posted** by accessing the transcripts tab in your Student Dashboard. Transcripts are only available for request after the course final grade is posted. In progress/enrolled courses are reported on your proof of enrollment.

Official transcripts report all concluded courses. If you are completing multiple courses in a short period of time, it is best for processing on the receiving end to only request your official transcript once all your courses have been concluded by your professors.

You have access to your Student Dashboard indefinitely for the convenience of requesting transcripts in the future.

## Course Documentation Available

### Official Transcript

- Only available **after the final grade is posted** by the professor.
  - Valid requests must be submitted through the Student Dashboard.
  - Official transcripts are processed multiple times per week; however, it may take up to 5 business days from the time the request is submitted until the official transcript is processed.
  - **For official transcripts sent via First Class Mail**, allow up to 5 business days from the date of processing until the date of delivery.
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## Official Transcript [continued]

- Official transcripts are sent electronically via secure portal only to recipients that have elected to receive Portage Prep or Geneva College Portage Learning official transcripts electronically.
  - The list of participating recipients is available on the “Electronic” official transcript option in the Student Dashboard.
  - If recipients have not elected to receive electronic official transcripts, the transcript will need to be sent as a hard copy via First-Class Mail.
- **For official transcripts sent electronically via secure portal;** transcripts are uploaded to recipients the day following processing.
- **NOTE:** Official transcripts are NOT available to be sent electronically via email to schools or directly to students
- **For official transcript to the transcript processing centers;** transcripts requested to the transcripts processing centers must be submitted via the Student Dashboard. Transcript requests submitted through the National Student Clearinghouse will be canceled. Official transcripts to the transcript processing centers are sent electronically via an approved secure portal the day after processing.

## Unofficial Transcript

- Only available **after the final grade is posted** by the professor.
- Indicates course completion, final letter grade, and earned GPA.
- Includes all concluded courses.
- Available for download or request to be sent directly to recipients via the **Student Dashboard**.
- Sent to recipients electronically via email within 1-2 business days of request.

**Note:** Transcript Processing Centers require students to upload unofficial transcripts to their transcript processing center student account. Therefore, unofficial transcripts to processing centers will not be sent from Portage Learning. Unofficial transcript requests to the processing centers will be marked invalid.

## Proof-of-Enrollment/In-Progress Report

- Only available for active/in-progress courses.
- Available any time after registration and prior to course finalization.
- Includes all active/in-progress courses.
- Indicates student is enrolled in the course; no course performance information provided.
- Available for download or request to be sent directly to recipients via the [Student Dashboard](#).
- Sent to recipients electronically via email within 1-2 business days of request.

**Note:** *Transcript Processing Centers require students to upload proof of enrollment documentation to their transcript processing center account. Therefore, proofs of enrollment to processing centers will not be sent from Portage Learning. Proof of enrollment requests to the processing centers will be marked invalid.*

## Important Timing Considerations

Neither the processing nor the shipment of official transcripts, unofficial transcripts, or proof-of-enrollment forms can be expedited.

Transcripts sent via First-Class Mail should arrive at your school within 3-5 business days of shipment. We do not have any control of the transcript once it leaves our facility via U.S. Mail.

Keep in mind that your recipient may require some time to process your transcript after it is delivered. It is important that you allow for delivery time and confirm receipt with your recipient after the sent date.

The issuance of transcripts and proof of enrollment will be suspended during holiday periods.

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# Course Descriptions

College Courses

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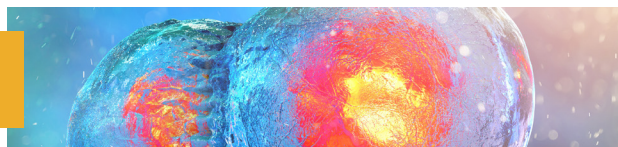
# Biology Department

## Course Descriptions



### BIOD 101: Essential Biology I w/Lab

**Credits: 4**

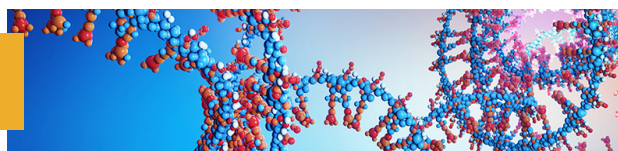


This course will provide students with an introduction to the fundamental laws, theories, and concepts of biology. Topics include chemical principles and the biological chemistry associated with cellular structure and function; taxonomy and the organization of life; the structure and function of macromolecules; the basic structure of cells; energy and cellular respiration; the genetic basis of cellular division, regulation, and the means of inheritance; the mechanistic approaches to cellular signaling; microbiology and the mechanisms employed by both foreign and host defenses. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

**Prerequisites:** *High school biology and chemistry*

### BIOD 102: Essential Biology II w/Lab

**Credits: 4**



A continued examination of the fundamental laws, theories, and concepts of biology. Topics include genetics, the molecular basis of replication, transcription, translation, and gene regulation; the effects of mutations on gene expression; endocrine signaling and the associated disease states; neuron action potentials and signaling cascades; muscle contraction and reflexes; principles of homeostasis and the associated feedback mechanisms relative to blood osmolarity, blood pressure and thermal regulation; an introduction to pharmacology, pharmacokinetics, and the process of clinical trials; epidemiology, and the global impact, surveillance, and investigation of infectious diseases. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

**Prerequisites:** *BIOD 101 Essential Biology I w/Lab or equivalent.*

### Portage Learning Labs

Portage Learning online labs are engaging and informative. Enabling students to focus on the desired concepts and methodologies, students frequently express their preference for Portage's labs versus wet labs.



## BIOD 103: Medical Terminology

Credits: 3



A systematic approach to learning the language required to practice in a medically related field. The course will provide the ability to identify, build and recognize terminology used to describe the human body as well as representative pathological processes, procedures, conditions, and diseases that may affect it.

**Prerequisites:** *General biology is recommended.*

## BIOD 121: Essentials in Nutrition

Credits: 3



This course will provide the student with the fundamentals of nutrition, both in theory and application. The digestion, absorption, metabolism, and functional importance of nutrients are emphasized. Basic principles of applied nutrition such as energy balance, weight control, and the role of nutrition from birth to death are discussed. The mechanisms and onset of disease states as a result of insufficient nutritional intake are examined. Case studies encourage students to apply the information and prepare them for healthy living. Upon course completion, students will be able to apply nutrition principles to their own lives and be able to make informed nutrition choices.

**Prerequisites:** *General biology and chemistry are recommended.*

## BIOD 151: Essential Human Anatomy and Physiology I w/Lab

Credits: 4

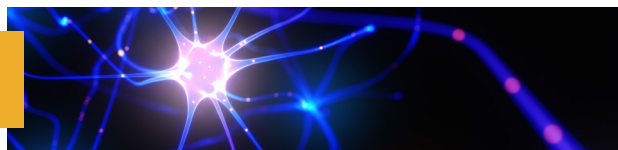


A systematic integration of the structure and function of the cells, tissues, organs, and systems of the human body. The systems discussed are the respiratory system, digestive system, skeletal system, axial and appendicular musculature, endocrine system, and the integumentary system. This course also includes an overview of basic anatomical terminology, cell composition, and a discussion of the cellular membrane. Modules include discussions of anatomy and physiology of the individual systems as well as common pathology and treatments associated with each. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced instructor.

**Prerequisites:** *General biology and chemistry.*

## BIOD 152: Essential Human Anatomy and Physiology II w/Lab

Credits: 4



A continued systematic discussion of the anatomical and physiological systems within the human body. The systems discussed are the nervous system and the special senses, circulatory system, reproductive system including discussions of mitosis/meiosis and heredity, and the urinary system with a discussion of fluid and electrolyte balance. Modules cover the common pathology and treatments associated with each of the systems outlined above. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced instructor.

**Prerequisites:** BIOD 151 Essential Human Anatomy and Physiology I or equivalent.

## BIOD 171: Essential Microbiology w/Lab

Credits: 4



A systematic examination of the microbial world, with an emphasis on pathogens. Topics covered include morphology, physiology, and genetics as well as the metabolic and enzymatic reactions associated. Strategic techniques for the growth, isolation and visualization of microbes are included as are microscopic and diagnostic methods. The causative agents and treatment strategies for various pathologies are emphasized. Viral composition, replication and the associated disease states are also covered. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced microbiologist.

**Prerequisites:** General biology and chemistry are recommended.

## BIOD 210: Genetics

Credits: 3

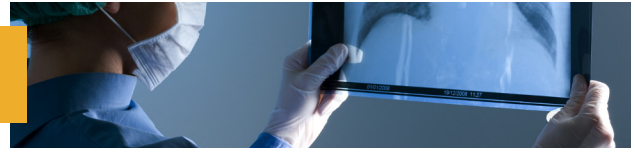


This course is designed to teach the basic concepts of both classic and modern genetics. Students will study the functions and structures of chromosomes and their importance in genetic transmission to offspring. They will learn the fundamental process of genetic information transfer from DNA to functional protein products. This course will discuss the importance of genetics in understanding inheritable human diseases, including discussions of how heredity and the environment play a role in affecting our genetic constitutions and the development of disease.

**Prerequisites:** BIOD 101: Essential Biology I w/Lab and BIOD 102: Essential Biology II w/Lab or equivalent.

## NURS 231: Pathophysiology

Credits: 3



A systematic examination of the dynamics between functional adaptations, disruptions, and compensatory mechanisms during abnormal physiological processes. Analysis of the sequences of changes leading to various disease states within the main body systems will be coupled to the specific principles of prevention, diagnosis, and treatments.

**Prerequisites:** *Anatomy and Physiology.*

## NURS 251: Pharmacology

Credits: 3



Course provides a comprehensive overview to pharmacology. This course will begin by covering basic pharmacology principles. Following the introduction, the course will move quickly into therapeutics. The goal will be to introduce common pathophysiology associated with each body system and begin to understand how drug therapies are used to target specific disease states.

**Prerequisites:** *General Biology and Chemistry.*



# Chemistry Department

## Course Descriptions



### CHEM 103: General Chemistry I w/Lab

**Credits: 4**

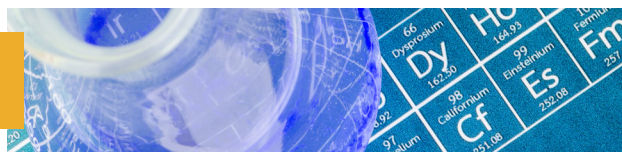


A systematic investigation of the fundamental principles of chemistry and the scientific method. The laws, theories and mathematical concepts surrounding chemical reactions are examined. Discussions on the metric system, stoichiometry, thermochemistry, and atomic structure are included. Intra and intermolecular interactions, bonding and the physical properties associated with the solid, liquid, and gas phases are covered in detail. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** High school chemistry is recommended.

### CHEM 104: General Chemistry II w/Lab

**Credits: 4**



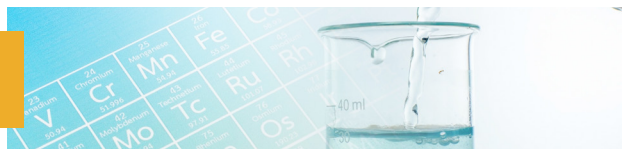
An examination of quantitative kinetics, collision theory and the associated reactions are assessed relative to chemical equilibria. Acid-base theories and chemical buffer systems are discussed along with practical titration practices.

Discussion on thermodynamics, electrochemical principles, and descriptive chemistry are included. Organic and nuclear chemistry and the approaches used to quantify their reactivity are explored, as well as the chemistry of elements. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** CHEM 103 General Chemistry I w/Lab or equivalent.

### CHEM 121: Foundations of General Chemistry w/Lab

**Credits: 4**



A single-semester, comprehensive exploration of the fundamental laws, theories and mathematical concepts of inorganic and biological chemistry designed to contain comprehensive information needed for health professions study. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** High school chemistry is recommended.



## CHEM 210: Biochemistry

Credits: 3



An introduction to the fundamentals of biochemistry covering biomolecules and metabolism. Chemical and cellular foundations are explored including cell organization, organic chemistry, and aqueous systems. The structure and function of biomolecules, including amino acids, proteins, carbohydrates, lipids, and nucleic acids are examined. Finally, the metabolism and energy transformation of biomolecules is covered.

**Prerequisites:** General biology and chemistry are recommended.

## CHEM 212: Biochemistry w/Lab

Credits: 4



An exploration of Biochemistry relative to the dynamic relationship between the structure and function of biomolecules and metabolism. Chemical and cellular foundations are explored including cell organization, organic chemistry, and aqueous systems. The structure and function of biomolecules, including amino acids, proteins, carbohydrates, lipids, and nucleic acids, are examined. Finally, the metabolism and energy transformation of biomolecules is covered. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** General biology and chemistry are recommended.

## CHEM 219: Principles of Organic Chemistry w/Lab

Credits: 4



This course is a one-semester study of the major topics and concepts of organic chemistry. The course will focus on the element carbon and compounds formed by carbon and other elements of interest. The course will explore and characterize organic compounds classified into families or groups according to the constitution of the hydrocarbon skeleton and functional groupings of heteroatoms. Specifically, for each class or family of compound, the course will explore the nomenclature, properties, reactivity, and preparation of (by synthesis or other means) that class or family of molecule. The laboratory portion of the course will focus on the skills and techniques common to the organic chemistry lab for the isolation, purification, and characterization of organic compounds. Selected synthetic methods for the preparation of organic compounds will also be explored focusing on foundational reaction types and synthetic methodologies. The laboratory component is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** CHEM 103 General Chemistry I w/Lab or equivalent.

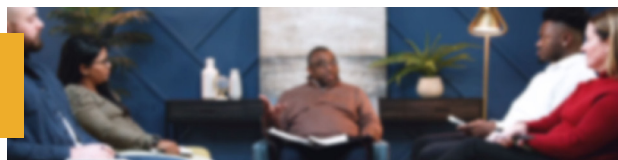
# English Department

## Course Descriptions



### COMM 180: Foundations of Public Speaking

**Credits: 3**



Foundations of Public Speaking is designed to help students develop effective presentation skills\* through an understanding of both communication theory and practice. Throughout this course, students will explore such topics as: ethics and public speaking, the power of language, credibility, speaker confidence, how to adapt a presentation for different occasions, purposes, and audience, speech design and organization, research, and methods of delivery. Civility, ethical speech making, and audience centered communication are the foundations of this course.

**Prerequisites:** *Students should have a basic understanding of the conventions of standard, written English. Students should be proficient in using English as a spoken language.*

### ENGL 101: English Composition I

**Credits: 3**



The ability to write well is a key contributor in achieving a high degree of success in academic, business, and medical fields. English Composition I (ENGL 101) will help the student to generate effective compositions using various modes of writing. The course will focus on developing the student's ability to utilize critical thinking, organize thoughts, and express those thoughts in standard, written English.

**Prerequisites:** *Students should have a basic understanding of the conventions of standard, written English.*

### ENGL 102: English Composition II

**Credits: 3**



English Composition 102 enhances the writing practices and skills acquired in English Composition 101. You will read a wide variety of texts and engage in writing activities that promote critical thinking, literary analysis, and the ability to create argumentative essays that establish a position supported by evidence. You will read and write about genres in American, British, and World Literature, including 1) poetry, 2) prose fiction, 3) drama, 4) historical fiction, 5) thematic short stories, 6) biography/autobiography, and 7) novel.

**Prerequisites:** *ENGL101 English Composition I or equivalent.*

# Humanities Department

## Course Descriptions



### HIST 141: American History through 1877

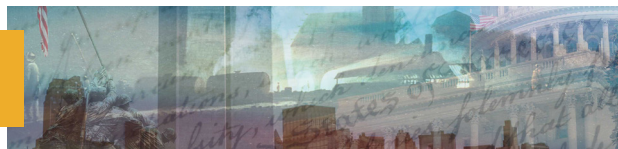
Credits: 3



This course examines the birth of the United States of America from the pre-Columbian era through the time of Reconstruction following the Civil War. It examines political and social history, America's wars, westward expansion, and the role that minorities played in the founding and growth of the nation. This exploration of the past aims to help students understand the origins of the United States and probes its struggles and triumphs. While recounting the major events and people we know, the course also introduces lesser known but important personalities and happenings that formed the United States into the nation that it is today.

### HIST 142: American History II 1877 – Present

Credits: 3



This course traces the historical development of the United States of America from the post-Reconstruction period through the early 2020s. It examines political, social, and cultural history, emphasizing industrialization, U.S. expansion, global conflicts, the Civil Rights movement, and the effects of social change. While recounting major events and the contributions of well-known historical figures, the course also introduces lesser known but important personalities and happenings that formed the United States into the nation that it is today.

### HUMN 160: Global Religion & Culture

Credits: 3



This course examines the intersection of religion, culture, and globalization, particularly as they are manifested in the workplace (incl. for healthcare providers). It opens with a model of culture and the diversity of life-features that constitute culture, then presents central tenets and historical origins of the major religions present in the world today and how religious adherence manifests itself in different societies.

## PHIL 120: Introduction to Ethics

Credits: 3



The goal of the course is to help students understand the principles of classical theoretical philosophical ethics with case studies designed to develop ways of understanding themselves and becoming enabled to apply those outlooks to the care they expect to give in a medical context as health professionals.

**Prerequisites:** Proficiency with written English.

## SOCI 180: Introduction to Sociology

Credits: 3



An exploration of Biochemistry relative to the dynamic relationship between the structure and function of biomolecules and metabolism. Chemical and cellular foundations are explored including cell organization, organic chemistry, and aqueous systems. The structure and function of biomolecules, including amino acids, proteins, carbohydrates, lipids, and nucleic acids, are examined. Finally, the metabolism and energy transformation of biomolecules is covered. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced chemist.

**Prerequisites:** General biology and chemistry are recommended.





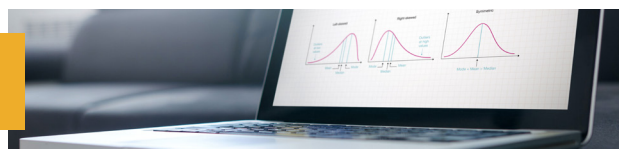
# Mathematics Department

## Course Descriptions



### CNSL 503: Statistics [Graduate Level]

**Credits: 3**



This graduate course provides an introduction to descriptive and inferential statistics. The course is designed to help students gain an understanding of several different types of statistical approaches and skills in being able to discern the most appropriate statistical test to run on a given dataset.

**Prerequisites:** *MATH 110 Introduction to Statistics or equivalent.*

### MATH 101: College Algebra

**Credits: 3**

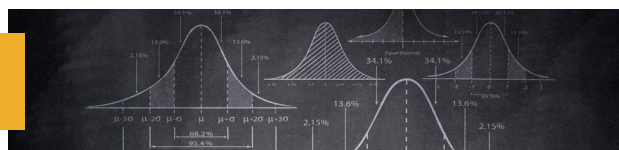


A review of the basic principles of algebra and their applications, including unit conversions, solving equations, solving systems of equations, evaluating functions, graphing, and word problems. This is followed by an introduction to intermediate and advanced subjects, including polynomials, factoring, exponential and logarithmic functions, conic sections, probability, and arithmetic and geometric sequences.

**Prerequisites:** *High school algebra is recommended.*

### MATH 110: Introduction to Statistics

**Credits: 3**

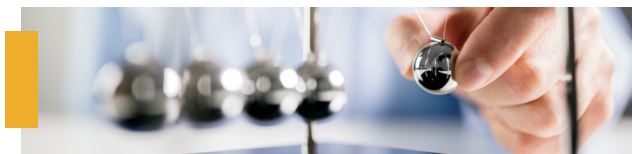


A general introduction to mathematical statistics as a tool used in the decision-making process. The course is designed to help students develop an understanding of summarized data in both descriptive and inferential statistical applications through the use of frequency distributions, measures of central tendency, measures of dispersion, probability distributions, random sampling, interval estimation, hypothesis testing, comparisons involving means, and regression analysis.

**Prerequisites:** *Algebra proficiency required (high school algebra 2 or college algebra).*

## PHYS 165: Physics

Credits: 3



A single-semester, comprehensive exploration of the fundamental laws, theories, and mathematical concepts as they relate to a college-level survey of physics. Course content includes classical mechanics, electricity and magnetism, and modern physics. Specific topics include, some basics of science, kinematics, dynamics, energy, momentum, waves, electricity, magnetism, quantum mechanics and relativity. While there is no lab component to this course, students will be expected to learn the material on a conceptual level as well as solve mathematic problems using algebra-based physics equations.

**Prerequisites:** *College Algebra required; high school physics recommended.*



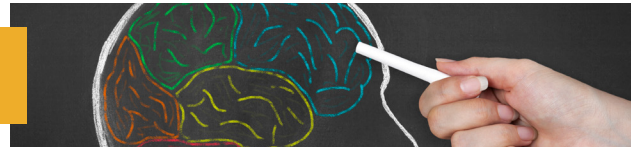
# Psychology Department

## Course Descriptions



### PSYC 101: General Psychology

**Credits: 3**



This course is an introduction to the scientific study of behavior and a systematic presentation of its basic concepts and methods.

**Prerequisites:** Proficiency with written English.

### PSYC 140: Developmental (Lifespan) Psychology

**Credits: 3**



This course studies human growth and development across the lifespan. From conception to death, physical, cognitive, and socioeconomic development is examined.

**Prerequisites:** PSYC 101 General Psychology or equivalent is strongly recommended; proficiency with written English is required.

### PSYC 210: Abnormal Psychology

**Credits: 3**



This course offers a broad description of psychological disorders, including philosophical and diagnostic approaches to psychological disorders. Course structure follows the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) and covers the major diagnostic criteria for psychological disorders.

**Prerequisites:** Introduction to Psychology (PSYC 101) or equivalent is strongly recommended; proficiency with written English is required.





# Course Descriptions

## Portage Learning – Portage Prep Courses

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College preparatory courses in biology,  
chemistry, and mathematics

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**PORTAGE PREP** 

# Portage Prep Courses

## Course Descriptions



### BIO 095: Basic Lab Biology



An introduction to the biological principles that function at the cellular and molecular levels with particular focus on the structure and function of the human organ systems.

**Prerequisites:** *BIO 095 is designed to be used to satisfy entrance prerequisites at nursing and health profession schools and to serve as the prerequisite course for a beginning-level college biology course.*

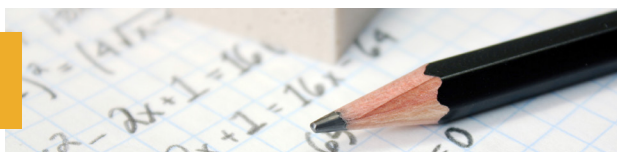
### CHM 095: Basic Lab Chemistry



An introduction to the basic concepts of chemistry, with particular emphasis on symbolic and numerical aspects, culminating in the study of the principles of organic chemistry.

**Prerequisites:** *CHM 095 is designed to be used to satisfy entrance prerequisites at nursing and health profession schools and to serve as the prerequisite course for a beginning-level college chemistry course.*

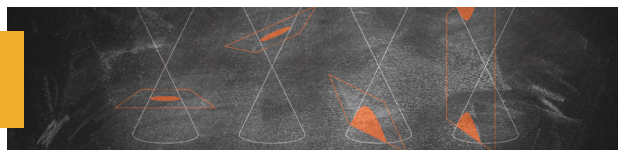
### MAT 091: Basic Algebra (Algebra I)



A study of basic principles of algebra and their application including the solution of word problems and a module dedicated to unit conversions.

**Prerequisites:** *MAT 091 is designed to be used to satisfy the Algebra-I entrance prerequisite at nursing and health profession schools and to serve as a prerequisite course for a beginning-level college math course.*

## MAT 092: Intermediate Algebra (Algebra II)



An introduction to more advanced algebra subjects.

**Prerequisites:** MAT 092 is designed to be used to satisfy the Algebra II entrance prerequisite at nursing and health professions schools and to serve as a prerequisite course for a beginning-level college math course.

## MAT 093: Intro to College Math (Algebra I-II)



A combination of MAT 091 and 092 including a study of basic principles of algebra and their applications, the solution of word problems, and a module dedicated to unit conversions. The course then introduces more advanced algebra subjects.

**Prerequisites:** MAT 093 is designed to be used to satisfy one of the math course prerequisites at health professions schools.

## MAT 094: Basic Geometry



A review and application of basic terms, concepts, and principles of geometry including triangles, the Pythagorean theorem, circles, proofs, area, and volume.

**Prerequisites:** MAT 094 is designed to be used to satisfy one of the math course prerequisites at health profession schools.

## CHM 095





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