



Potomac State College  
West Virginia University

HONORS PROGRAM  
STUDENT HANDBOOK

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## Message from Honors Program Coordinator

Welcome to the Potomac State College Honors Program. The Honors Program is designed to provide intellectual challenges and enrichment opportunities to academically talented students. The program offers a variety of honors courses with specially selected instructors and smaller class sizes. As students journey through the honors program, many will find that they are taking classes they might not have ever considered. Most of those same students will later recall that those honors classes were among their most enjoyable and memorable of all college experiences. So be adventurous, open-minded, and enjoy your time with the Potomac State College Honors Program.

Dr. Andrea J. Bucklew  
Honors Program Coordinator

## Benefits of the Honors Program

- Students successfully completing the Honors Program will receive **Honors Scholar** designation on their official transcripts and graduation diplomas. Honors Scholars also receive special recognition during the Commencement ceremony.
- Honors students may enroll in **Honors 199**, which fulfills the requirement for all new students to enroll in an orientation course, typically WVUe 191.
- Honors students may take one or more honors course each semester. These courses will satisfy general education requirements at Potomac State College. Students need to complete 9 credits to be designated an Honors Scholar.
- Students choosing to transfer to Morgantown after graduation from Potomac State may also transfer into the WVU Honors College.
- Honors students have a variety of opportunities to participate in Honors Program-sponsored social and cultural activities.
- All Honors students receive priority pre-registration for future semesters.
- Honors students may request to live in a designated quiet area in University Place, Potomac State's new \$19 million residential complex.

## Honors Program Policies & Requirements

### Successful Completion

To be declared an Honors Scholar, students must complete a minimum of 9 credit hours of qualified honors courses and maintain a 3.0 cumulative GPA.

### Probation and Suspension from the Honors Program

Any student who fails to maintain a 3.0 cumulative GPA in a given semester will be placed on probation. Students on probation may be reinstated to good standing by raising their GPA to the required level. Continued failure to meet the minimum GPA will result in suspension from the Honors Program.

Any student who fails to complete at least 3 honors credits during the first three semesters of full-time attendance at PSC will be suspended from the program. Students who may be unable to complete three hours due to required major courses request a waiver from the program coordinator in order to avoid suspension.

Honors program suspensions are not recorded on college transcripts but do include a loss of all privileges associated with being an Honors Program student. Students will be notified of all probations, reinstatements, and suspensions by the program coordinator.

### Admission of Current PSC Students

Current Potomac State students who have a 3.7 cumulative GPA and between 14 and 48 credit hours may be eligible for admission into the Honors Program. Those students interested should contact the program Coordinator.

## Ways to Receive Honors Credit

### Honors Courses

Most standard honors courses are special sections of standard classes with a reduced size and a specially selected faculty member. These classes typically are more focused on open discussion and interaction. Honors courses are offered only to members of the honors program.

## Contract Courses

Students may also receive credit for a non-Honors course by contracting it as an honors class. By adding some extra requirements (usually through more intense reading requirements, a special paper, and/or a final project), students receive Honors credit for the non-honors course. In order to do this, students should contact the course professor before the semester begins to fill out a contract form, available on the honors program web page or from the honors coordinator. The form, when completed, must be returned to the Honors Coordinator. Only 200 level or higher courses taught by full-time faculty may be contracted. To be eligible to contract a course, a student must have attained sophomore status (completed 24 credit hours of college courses.)

## Course Registration

Students in the Potomac State Honors Program receive the benefit of priority registration and are able to access the STAR database before the general student body. The STAR database, accessed through MIX, can be used to sign up for all courses **except** Honors courses. To register for an Honors course, students should contact their advisor, not the honors program coordinator. The advisor should then call or e-mail the Enrollment Services office with the name of the student and the CRN of the course.

## For More Information

More information about the Honors Program can be found on the Potomac State College web site. Go to [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu), then click on “Academics”, then “Honors Program”.

Students may also contact the Honors Program Coordinator, Dr. Andrea Bucklew, at [ajbucklew@mail.wvu.edu](mailto:ajbucklew@mail.wvu.edu) or 304-788-6918.