



# HONORS PROGRAM

Student Handbook

**2025 – 2026**

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## MESSAGE FROM THE COORDINATOR

Dear student,

Congratulations on being part of a Potomac State College Honors Program! Our two Honors Programs will provide you with opportunities for enrichment, one-on-one work with some of our finest faculty, and community with other Honors students as talented and as driven as you. The Honors Programs offer a selection of courses with smaller class sizes, and you will benefit from priority course registration. Being an Honors student will mean more for you than formalities; you will be able to personalize your academic career at Potomac State and mold it into an experience ever more useful to your intellectual curiosities and/or future goals. I am excited to be your coordinator and to see the paths you will explore! Please feel welcome to come by my office in Reynolds Hall 101 or to contact me at any point about anything you need related to your time on campus.

Yours,

A handwritten signature in black ink, appearing to read 'Julia Leverone', with a stylized, flowing script.

Dr. Julia Leverone  
Honors Program Coordinator

## **BENEFITS OF THE HONORS PROGRAM**

- There are two Honors programs offered at Potomac State College: the AA/AS/AAS Honors Foundation program and the Honors in Action program for BAS/BIS/BSN students.
- Students successfully completing either Honors Program will receive an Honor Scholar designation on their official transcripts and graduation diplomas. Honors students also receive special recognition during Recognition Day and the Commencement ceremony.
- Honors students may enroll in Honors 191, 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 courses each semester. Many of these courses satisfy general education (GEF) requirements at Potomac State College and West Virginia University, so completing the honor courses does not typically require students to take additional courses.
- Honors students choosing to transfer to WVU Morgantown 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.

## **Further Honors in Action Program Benefits**

- Opportunities to deeply pursue projects of academic and personal interest via experiential learning
- Career readiness preparation
- Badges and an ePortfolio sharable to online platforms
- Curricular and competitive financial support for student projects

## HONORS PROGRAM POLICIES & REQUIREMENTS

### **Available Programs**

There are two honors programs available at Potomac State College.

1. The AA/AS/AAS Honors Foundation Program is for students completing an Associate of Arts (AA), Associate of Science (AS), or Associate of Applied Arts (AAS) degree. The Honors Foundation Program involves completing honors courses while obtaining an AA, AS, or AAS degree.

2. The Honors in Action Program is for students completing a Bachelor of Applied Science (BAS), Bachelor of Integrated Studies (BIS), or Bachelor of Science in Nursing (BSN) degree.

The two programs are separate programs. Students can complete the Honors Foundation Program and/or the Honors in Action Program. Students do not have to complete or be in the Honors Foundation Program to be eligible for the Honors in Action Program.

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### **Admission of New Students into the AA/AS/AAS Honors Foundation Program**

New freshmen Potomac State students must have a 3.3 high school GPA and 23 ACT or 1140 SAT (reading and math combined) score. Students meeting these requirements should receive a letter inviting them to join the Honors Program in the spring before their freshman year. Students who have met the requirements but have not received a letter should contact the Program Coordinator.

### **Admission of Current and Transfer Students into the AA/AS/AAS Honors Foundation Program**

Current Potomac State students and transfer students in an AA, AS, or AAS degree program who have a 3.5 cumulative GPA may be eligible for admission into the Honors Foundation Program. Honors credits received at other institutions may be accepted as honors credits at Potomac State. Current and/or transfer students interested in the Honors Program should contact the Program Coordinator.

### **Admission of Students into the BS, BIS, or BSN Honors in Action Program**

Current Potomac State students and transfer students who have at least a 3.4 GPA can apply to the Honors in Action Program during the semester before they begin their BS, BIS, or BSN degree. There is also a pre-test to take before beginning the program.

Transfer students with at least a 3.4 GPA can apply to the Honors in Action program after acceptance to Potomac State College. Applications will require an essay explaining why the student wishes to be accepted into the Honors in Action Program and will be reviewed by the Honors Advisory Council.

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### **Successful Completion of the Honors Foundation Program**

Upon graduation, to be declared an Honor Scholar obtaining an Associate Degree, students must complete a minimum of five honors courses (at least 13 honors credit hours), including an Honors Orientation course, and obtain at least a 3.0 cumulative GPA and 3.5 honors credit GPA.

### **Successful Completion of the Honors in Action Program**

Upon graduation, to be declared an Honor Scholar obtaining a Bachelor Degree, students must meet the following requirements:

Through the Sutable software, students will be required to complete a total of five badges. You must complete the Career Ready Badge and four additional experiential learning badges. These multilevel experiential learning badges are available in the following areas: Research, Global, Internship, Service, and Creative. Students in the program will upload evidence of their qualifying experiential learning activity to demonstrate completion of a badge. Students will also be required to complete a detailed reflection about each activity they complete. Additionally, students will:

- Each Fall and Spring semester, maintain an institutional GPA of at least 3.0 and complete the required out-of-class experiences.
- Submit evidence of experiential learning activities through the Sutable platform.
- In the final semester, complete HONR 451 Honors Summative Experience.
- Have a minimum cum GPA of 3.0 when applying for graduation.
- Take the post-test when completing the program.
- Participate in the Honors Exit interview.

### **Probation and Suspension from the Honors Program**

Any freshman or sophomore-level student who fails to maintain a 3.0 cumulative GPA and 3.5 honors credit GPA in a given semester will be placed on probation. Any junior or senior-level student who fails to maintain a 3.2 cumulative GPA in a given semester will be placed on probation. Students on probation may return to good standing by raising their GPA to the required level. If students on probation are unable to meet the minimum GPA by the end of the semester they were placed on probation, they will be suspended from the Honors Program. Any student who fails to complete at least six honors credits during the first three semesters of full-time attendance at PSC will be suspended from the program. 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 and suspensions by the Program Coordinator.

## WAYS TO RECEIVE HONORS CREDIT

### **Honors Orientation**

An honors orientation credit will be required for all first-year students to remain in the Honors Program. Students can either enroll in HONR 191 or in a zero-credit add-on section of Honors Orientation (HONR 298) along with a different first-year orientation course, like WVUe 191, ENGR 199, or FOR 101. The honors orientation requirement may be waived for transfer students and current Potomac State students who begin the Honors Program after their first semester.

### **Honors Courses**

Many honors courses are special sections of general education courses with a reduced size and typically taught by a full-time faculty member. These classes typically are more focused on open discussion and interaction. Honors courses are offered only to members of the Honors Program.

In addition, honors add-ons are available that modify general courses to provide honors credit. If an honors add-on is available for a course, honors students enroll in any section of the traditional course as well as the add-on course section. Add-on sections are either a zero- or one-credit course that meets once a week or less, depending on the course and credit hour given. Students enrolled in an add-on section complete additional work related to the traditional course. Students passing both the traditional course and the add-on receive credit for one honors course and 3-4 honors credits. Students who pass the traditional course but not the add-on will not receive any honors credit. A grade of a B- or higher is required for any honors course (traditional or add-on) to count as an honors course. If a student earns a grade between a D- and a C+, then the course will still count toward graduation and their degree but will not count toward their honors credits.

### **Contract Courses**

Students may also receive credit for a non-honors course by contracting it as an honors class. By adding some additional 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 Program Coordinator. The form, when completed, must be returned to the Program Coordinator. Only 200-level or higher courses taught by a full-time faculty member may be contracted for the AA/AS/AAS Honors Foundation Program. To be eligible to contract a course, a student must have attained sophomore status (completed 24 credit hours of college courses.) A maximum of 8



honors credit hours for the AA/AS/AAS Honors Foundation Program can be achieved by contracting a course. A grade of a B- or higher is required for the course to count as an honors course.

## MORE INFORMATION

More information about the Honors Program can be found on the Potomac State College web site at <https://academics.potomacstatecollege.edu/academics/honors-programs>.

Information about the Honors in Action Program may also be accessed at WVU Morgantown's web site: <https://www.honors.wvu.edu/admissions/honors-in-action>.

Students may contact the Honors Program Coordinator, Dr. Julia Leverone, at (304) 788-6983, Reynolds Hall 101, or [julia.leverone@mail.wvu.edu](mailto:julia.leverone@mail.wvu.edu) about anything related to their campus experience.