Student Handbook

Department of Sociology
108 Brown

(Last Updated Summer 2012)
Welcome to Sociology!

This Handbook is designed to provide you with general information about the discipline of sociology, as well as more specific information about sociology at The College at Brockport. It should answer many questions students have about careers in sociology, degree requirements, and other opportunities. We invite students to consult with department faculty for additional information and to monitor progress toward graduation.
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What is Sociology?

The discipline of sociology covers a wide range of subjects and approaches. At root it is the study of social life – its characteristics, changes, causes, and consequences. It is the study of how groups work, from huge groups like a total society to very small ones like a couple. It combines humanistic and scientific perspectives in the study of family life, intergroup relations, urban and rural life, social class, social movements, social problems, and a host of other topics.

The goal is to describe and explain such things accurately. What, in fact, is happening? Why does it take that form and not something else? What makes groups of people “tick”? In the process of examining social facts from sociological perspectives, students learn that popular and conventional wisdom is often based on misinformation or erroneous assumptions. Students of sociology have the opportunity to move beyond such misconceptions to more accurate understandings.

Accurate understanding requires that our interpretations of human activities make sense and are supported by empirical evidence. In sociology we use the theories and methods of social science. Over the years, sociology has contributed very broadly to our understanding of why things happen the way they do. Why is industry set up as it is? Why is America’s image around the world not always what we would prefer? Why do we have so many problems with our health care system? Why are people attracted to new social movements in religion, politics, leisure, and other social institutions? Sociological research has helped us find some answers to these questions and hundreds more. Through sociology you can get a better handle on what is happening in the world as well as some clues as to what might work in the future.

A degree in sociology provides you with the tools to do just about anything. The study of social structure, social institutions, interactions, and relationships combined with knowledge of sociological theory and social science research provides you with the skills of critical thinking and analysis that are invaluable in daily life and in any occupation. You develop insights into why people, including yourself, behave as they do and an ability to analyze social situations at work and home, in leisure activities, and in matters of public policy. This knowledge makes you a more valuable person in all those situations – as worker, friend, mate and citizen.

Developing what sociologist C. Wright Mills called the “sociological imagination” – the ability to perceive how social situations are structured and what the likely consequences of those arrangements are – allows students to look at social situations in unique ways and involves several dimensions of development:

1. You begin to understand some of the social factors that lead people to develop their idiosyncratic patterns of thinking, feeling, and acting;
2. You develop systematic strategies for analyzing social arrangements - methods for gathering unbiased information for use in figuring things out; and
3. You learn modes of analyzing information to get a picture of the interrelationships between factors influencing the situation.
Applying these insights and strategies, you can come to:
4. Understand the forces for and against change operating in your own group or organization and how those impulses relate to broader structures and processes around the world;
5. Understand the factors that underlie local, regional, national, and international conflicts;
6. Develop personal skills that can be helpful in addressing social situations, tackling social problems, and directing conflict to productive outcomes; and
7. Develop perspectives for interacting successfully with persons whose backgrounds, cultures, and experiences are different from your own.

**Sociology as Career Preparation**

Because the kinds of work sociologists do involve a wide variety of activities, people who graduate with an undergraduate degree in sociology often are employed in business, helping professions, and government, especially jobs dealing with program implementation and evaluation. Specific jobs include: human resources, marketing and market research (advertising), health services, community planning, social services, social research, banking, counseling (family planning, substance abuse, career, etc.), or conducting demographic and social analyses in governmental or insurance organizations.

Government agencies often employ persons to collect and analyze data; to create, implement, and evaluate social service and community development programs; and a wide range of other activities. Large corporations employ people to examine and improve corporate structure, analyze sales networks, conduct market research, or improve customer satisfaction. Some private organizations employing sociological techniques frequently do consulting for other organizations, market research, public opinion polling, and small studies for agencies such as local school districts or radio stations. Sociological work in these settings is often referred to as “applied sociology” because this type of research examines practical problems from a sociological perspective and studies them using the research techniques sociologists typically employ. Such studies “apply” sociological thought and practice to everyday problems. This type of work is very important, and persons engaged in it find the work very rewarding.

The Sociology Department and the College offer useful services to assist students as they plan for their future career. Soc 352: Work and Organizations includes a career component in which students research career options and develop a sample resume. The Office of Career Services in the Rakov Center can also show you how to develop a good resume, and can help you focus your career plans and prepare for job interviews. They also arrange regular visits of employers to the campus and maintain a listing of job openings for Brockport graduates. Contact career services at 585-395-2159.

Remember, the time to start planning for a career is not your senior year. Start early!
Sociology Department Mission

The mission of the Department of Sociology is to provide students with an in-depth understanding of how our lives are shaped by a variety of social phenomena such as social institutions, groups, interpersonal relationships, and, in particular, inequality in modern society. We seek to build student success by combining an interdisciplinary and liberal arts context with concrete analytical skills in research methods, statistics, and critical thinking. Such skills equip our students for a variety of professional roles in business, non-profit, and governmental sectors. In short, our students learn how to study and explain social behavior as well as how to critically evaluate common assumptions about society.

Sociology at The College at Brockport includes courses that cover a variety of areas. Our courses include inquiries into different schools of thought in the field, and studies of the methods available for examining them. In these offerings you have the chance to develop insights and skills that will be highly useful in your work and personal life in years to come.

Full-time Faculty

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<tr>
<th>Faculty Member</th>
<th>E-mail</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
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Declaring a Major or Minor

To declare a major or minor in sociology, you should consult with a sociology faculty member, who can advise you on required and elective courses and will assist with filling out the necessary paperwork.

The department administrative assistant, Ms. Sue Smithson, located in Brown 108, can also direct you by putting you in touch with either the department chairperson or another faculty member. Sue can be reached between 8 AM and 4 PM Monday-Friday at: (585) 395-2619.
**Academic Advising in Sociology**

Once you have completed the papers required for declaring a sociology major or minor, you will be assigned a faculty advisor. To be certain that you get correct answers to your questions about College and departmental requirements, consult with the faculty member assigned as your academic advisor. (Well-meaning friends often give bad advice.) Your advisor can help you avoid making mistakes. In matters of general College policy, sometimes it is also advisable to check with the Office of Academic Advisement in the Rakov Center.

You must consult with your advisor prior to registering for courses each semester. This meeting gives you an opportunity to check your progress toward all degree requirements. The College will not let you register for courses without an advisement key, which only your advisor can provide and only after you have met with him or her. Call or e-mail your advisor for an appointment.

**Requirements for the Sociology Major**

The sociology major requires students to earn 30 credits in sociology, and to complete all general college requirements leading to either the BA or BS.

**Core Courses**

All majors must complete the following four core courses (12 credits):

- SOC 100 Introduction to Sociology
- SOC 200 Social Statistics
- SOC 300 Sociological Theory
- SOC 310 Methods of Sociological Research

Additionally, all sociology majors must earn a minimum grade of “C” in Soc 200, Soc 300, and Soc 310 for the course to count towards the major.

While all majors must complete a course in statistics, students who received a “C” or higher in another statistics course (such as BIO 431, ECN 204, MTH 243, PSH 202, and PLS 300) do not need to complete Soc 200. HOWEVER, since such students must still complete 30 credits of sociology courses, they must complete an additional sociology elective. See the discussion under sociology electives below. Finally, students must still earn at least a “C” in the alternative statistics course for it to satisfy the requirement for sociology.

**Elective Courses**

As part of the 30 credits required in sociology, 18 are elective courses that students can choose from among a large list of sociology offerings. For those completing a non-sociology statistics course, the total number of electives required increases to 21 credits.

You should select elective courses that you think will contribute to the kind of career you wish to pursue. Your major advisor will be able to assist you in selecting appropriate elective courses.
Sociology Major Checklist

A total of 30 credits in sociology is required to complete the major. Check off each specific requirement when completed.

A. Core Requirements: Sociology majors must take these four courses, earning a “C” or higher as indicated:

___ SOC 100 Introduction to Sociology
___ SOC 200 Social Statistics*  ___ “C” minimum
___ SOC 300 Sociological Theory  ___ “C” minimum
___ SOC 310 Methods of Sociological Research  ___ “C” minimum

Majors must also complete one of the following 200-level courses at Brockport (transfer courses do not satisfy the requirement):

___ SOC 210 Social Problems
___ SOC 220 Social Psychology
___ SOC 230 Social Institutions

B. Electives: Majors must complete 18* additional credits from any of the following courses:

___ SOC 210 Social Problems
___ SOC 220 Social Psychology
___ SOC 230 Social Institutions
___ SOC 302 Culture
___ SOC 304 Urban Sociology
___ SOC 306 Development and Globalization
___ SOC 312 Sociology of Religion
___ SOC 314 The Black Family
___ SOC 325 Social Inequality
___ SOC 326 Sociology of Food
___ SOC 328 Race and Ethnic Relations
___ SOC 332 Health, Medicine and Society
___ SOC 352 Sociology of Work and Organizations
___ SOC 354 Sociology of Money and Markets
___ SOC 361 Sociology Families
___ SOC 364 Sociology of Gender
___ SOC 365 Sociology of Aging
___ SOC 366 Childhood and Adolescence
___ SOC 371 Deviant Behavior
___ SOC 393 Mass Media
___ SOC 395 Special Topics in Sociology
___ SOC 412 Sociology of Education
___ SOC 441 Sport and Society
___ SOC 489 Applied Research Practicum
___ SOC 499 Independent Study

*NOTE: All majors must complete a statistics course. However, students who received a C or higher in another approved statistics course (e.g., BIO 431, ECN 204, MTH 243, PSH 202, PLS 300) do not need to complete SOC 200. However, these students must take 21 elective credits in order to meet the 30 credit minimum in the major.
Requirements for the Sociology Minor

The sociology minor requires that students complete SOC 100: Introduction to Sociology and 15 credits of other sociology elective courses.

Special Opportunities for Sociology Students

There are also a wide number of educational opportunities available to students through the Department of Sociology, including double majors and collaborative research. While students can choose to double major in sociology and any other major offered by the College (sociology and women’s and gender studies; sociology and health sciences; sociology and psychology; etc.), the double major in sociology and criminal justice and sociology and social work are especially popular. This is in part because of the overlap between several required and elective courses in these subjects.

Double Major in Criminal Justice and Sociology

This cooperative venture between criminal justice and sociology enables you to complete two majors before graduation. Completing both majors can serve you well in a number of ways. Sociology, as a second major on your graduation transcript, indicates breadth of knowledge in the investigation of social problems and issues. Given the social forces that affect crime and the work of police and probation officers, judges, and others in the criminal justice system, these additional knowledge and skills will enhance your employment opportunities in criminal justice. Students with a second major in sociology find they are more eligible for career advancement. Or, if you decide to pursue an MA or Ph.D. in criminology or sociology, this combined major should facilitate admission into the many graduate programs that combine sociology and criminology, as well as graduate work in either field. The combined major also facilitates admission to graduate work in public administration or law school, if these options interest you.

For advisement on a double major in criminal justice and sociology, consult with any Criminal Justice or Sociology professor. Talking with one of the many students currently completing a double major in criminal justice and sociology might also be useful.

The double major in criminal justice and sociology is relatively easy to accomplish. We urge you to declare them both as early in your career as possible, however, since courses in both areas fill up very quickly. Moreover, you receive preferential treatment through pre-registration as a major in each area. We can enroll you in minutes. Contact the sociology department for more information at 395-2619.

On the next page, we have laid out how completing the double major might work. Please give it some thought and if you have questions, do not hesitate to contact us.
Double Major in Criminal Justice and Sociology:  
Course Plan in Sociology  
With references to Criminal Justice Major

CORE COURSES IN SOCIOLOGY:

_____ Introductory Sociology, SOC 100  *(fulfills co-requisite for criminal justice)*

_____ Statistics, SOC 200* or another approved statistics course *(fulfills co-requisite for criminal justice)*

_____ Choose 1 from: Social Problems, SOC 210; Social Psychology, SOC 220; or Social Institutions, SOC 230 (this requirement must be met at Brockport)

_____ Sociological Theory, SOC 300*

_____ Research Methods* (SOC 310 or **CRJ 471 [required for CRJ major]**. Soc 310 is accepted in place of CRJ 471 for CRJ majors.)

*C or higher required for sociology credit.

SOCIOLOGY ELECTIVES:

(18 credits unless you received credit for a statistics course from a department other than sociology, in which case, you must take 21 elective sociology credits)

_____ Choose from: Black Family, (SOC or AAS 314); Urban Sociology (SOC 304); or Racial & Ethnic Relations (SOC 328) *(any of these also fulfills co-requisite for criminal justice as an approved ethnic minorities course.)*

_____ Criminology (**CRJ 494 [required for CRJ major]** is accepted as a sociology elective.)

_____ Any upper division 300/400 level course in sociology *(fulfills co-requisite for criminal justice)*

_____ Three (or four, if SOC 200 taken elsewhere) additional elective courses
**Double Major in Sociology and Social Work**

This cooperative venture between the Departments of Sociology and Social Work enables students to complete two majors before graduation. There are several advantages to this plan of study. Potential employers tend to view the double major as valuable because students gain a breadth of knowledge and skills to analyze issues and problems. By beginning with the Sociology major, students develop a comprehensive understanding of society and its influence on individual behavior. In addition, graduates of the CSWE accredited social work program may be eligible for advanced standing in a Masters in Social Work program. This generally means graduates may complete that program in one summer and one academic year rather than in two years. For questions, please contact the Sociology Department at 395-2619 or the Social Work Department at 395-2324.

During the first two years at The College at Brockport, double majors in sociology and social work complete General Education requirements and Sociology major requirements. Additionally, the sociological coursework help prepares students for admittance to the Social Work major by completing two prerequisite courses (Introduction to Sociology and Social Statistics). Then, typically during the third semester of study, students apply for the Social Work major. Finally, students complete the remaining Social Work requirements, preparing for professional social work practice, and the remaining Sociology requirements in the third and fourth undergraduate years.

Students interested in completing the double major in Sociology and Social Work should declare a Sociology major as early as possible, preferably in their first year, and indicate their intent to major in Social Work at the same time. If students sign up much later, it could take longer than four years to complete all requirements for the two majors.

Double majors are assigned an advisor in both departments to guide them through the sequence of courses outlined below. Students should plan to apply to the Social Work program in their second year. The deadline for regular admittance to the Social Work program is March 15 for admittance in the following fall. Social Work does not admit students for the spring semester, so plan ahead.

Students planning to pursue an MSW degree should consult with their Social Work advisor regularly. S/he can assist in selecting and applying to a suitable program. The joint College at Brockport/Nazareth College MSW Program grants advanced standing to qualified graduates of accredited BSW programs and Brockport’s social work graduates are recognized as well-prepared for advanced standing.

On the next page, we outline what a typical course plan for completing the double major might look like.
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<tbody>
<tr>
<td>1 PSH 110 – SWO prereq.</td>
<td>1 BIO 281 or 221 – SWO prereq.</td>
<td>1 SOC 200 Statistics* – SOC req., meets SWO prereq.</td>
<td>1 SWO 301 HBSE 1</td>
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<tr>
<td>2 SOC 100 SWO prereq., SOC requirement</td>
<td>2 SOC 210, 220, or 230 – SOC req., must be completed at Brockport</td>
<td>2 SOC XXX – Soc elective</td>
<td>2 SWO 321 Human Diversity</td>
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<td>APPLY TO SWO MAJOR by March 15</td>
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<tr>
<th>Year 2</th>
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<tr>
<td>1 SWO 302 HBSE 2</td>
<td>1 SOC 300 Theory* – Soc requirement</td>
<td>1 SWO 411 Policy Analysis</td>
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<tr>
<td>2 SWO 310 Research Methods* (can be used to meet SOC 310 requirement, but SOC 310 cannot substitute for SWO 310)</td>
<td>2 SOC XXX – Soc elective</td>
<td>2 SWO 451 Field</td>
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<tr>
<td>3 SWO 311 Social Policy</td>
<td>3 SOC XXX – Elective</td>
<td>3 SWO 453 Field</td>
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<td>4 SWO 342 SWO Methods 2</td>
<td>4 SOC XXX – Soc elective</td>
<td>3 SWO 457 Field Sem</td>
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<td>5 SOC XXX – Elective</td>
<td>5 SOC XXX – Elective</td>
<td>4 Soc XXX – Elective</td>
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*C or higher required for Sociology major. Students should complete general education requirements and SWO prerequisites in the open spaces built into the first and second years.
Collaborative Research with Faculty

From time to time, members of the sociology faculty are involved in research projects that require research assistants. These undertakings often provide opportunities for sociology majors and minors to work in that capacity. These projects give students valuable experience in the realities of ongoing research and, depending on the project and the faculty member, offer opportunities to earn elective credits in sociology. Students in the McNair Post-Baccalaureate Achievement Program have used collaborative research projects with faculty to fulfill their McNair research requirement. Other students have presented the results of their research at state, regional, and national sociology conferences.

For those wanting to pursue research in the summer months, the College has a limited number of Undergraduate Summer Research Fellowships available that offer room and board in a campus residence hall and a small stipend to support students’ work. Undergraduate Summer Research Fellowships are highly competitive and students must submit detailed applications early in the spring semester prior to the summer project. Acceptance of a fellowship requires that students present their research at a relevant conference off-campus such as a state or regional sociology meeting, as well as Scholar’s Day here on campus.

Participation in Local, Regional, & National Sociology Conferences

Several professional organizations for sociologists offer unique opportunities for undergraduates wanting to learn more about the discipline. Sometimes financial assistance is available for students wishing to take advantage of these programs.

First, the American Sociological Association (ASA) is the national professional organization of sociologists and ASA offers student memberships at greatly reduced rates. Each August the ASA holds its annual meeting, which includes special programs and sessions for students. In recent years, numerous Brockport sociology students have been admitted to the ASA Honor’s Program, a competitive program for undergraduate students held in conjunction with the annual ASA conference. Students must apply to the honor’s program early in the spring semester and the application process requires submitting a full paper (to be presented at the conference if the student is accepted into the program), an application essay, and letter of nomination by a sociology faculty member.

Second, the Eastern Sociological Society (ESS) is the regional organization for sociologists. ESS conferences are held each February in a northeastern city. Students may participate by submitting poster presentations or, if co-written with a faculty member, by submitting a paper presentation. Brockport students have presented in undergraduate poster sessions, regular roundtable sessions, and regular paper sessions in recent years. ESS also sponsors an undergraduate paper competition to recognize and promote student research and writing.

Finally, the New York State Sociological Association holds a small conference at a different college campus each fall, which also offers opportunities for students to present their work. They also hold an annual student paper competition.
Interested students should consult with their advisors about these opportunities. Most require that students submit proposals or applications months in advance, so plan ahead!

**Graduate Studies in Sociology**

Sociologists with master’s and PhDs also work in a variety of settings. These individuals usually hold higher-level administrative jobs, overseeing programs, data analyses, and people. In addition, a PhD is required to teach at the college or university level.

Earning a PhD in sociology involves several steps. You must begin with the baccalaureate degree, usually with a major or minor in sociology. Then you typically need two years of graduate education in general sociology and one or more in one of its subfields (based on your personal interest), during which time you earn a Master’s degree. The process is finished when you complete a doctoral dissertation, which usually takes a few years beyond completion of the graduate course work.

Entry into a graduate program in sociology is usually quite competitive. Acceptance into graduate school *with some form of financial assistance* is even more competitive. Accordingly, it is very important to earn consistently high grades in your undergraduate program and in the major, participate in extra-curricular activities, and complete a sociological research study, either independently or in collaboration with a faculty member. *The best preparation for most graduate study, certainly for graduate work in sociology, is a well-rounded education with plenty of practice in reading, writing, and research.*

Applications typically require a personal statement, resume or cv, writing sample, three letters of recommendation, official college transcripts, and GRE scores. Applications for the more competitive graduate programs are usually due in the fall or winter for admission the following spring. Thus, if you intend to start a graduate program immediately after graduating, you must plan ahead in order to be prepared to apply in your senior year. Consult with your advisor early and often to begin planning.
Academic Dishonesty

The mission of the Department of Sociology is to help students become professionals who think with rigor, communicate with clarity, and behave with integrity. As a result, the faculty of the Department of Sociology will not accept academic dishonesty in any form.

The College Policy on Academic Dishonesty, the procedures faculty follow for filing charges of academic dishonesty, and the procedures students must follow for appealing such charges, is accessible from the Academic Policies Website: http://www.brockport.edu/policies/category.php?id=1

As defined in the College Policy on Academic Dishonesty, academic dishonesty includes, but is not limited to:

A) Plagiarism—presenting as one’s own, the exact words of another, not properly indicated by quotation marks, paraphrased text too similar to the original, ideas, or creative products of another without providing an adequate standard form of documentation to identify the source—such as footnotes, endnotes, or bibliographic documentation. Students are advised to scrupulously acknowledge and properly cite all sources to give appropriate credit for borrowed materials.

B) Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.

C) Presenting someone else’s examination results, paper, computer work, or other material as one’s own work. This includes work done as part of group/team effort unless collaboration has been specifically approved by the instructor for any particular assignment. Students should always assume that any out-of-class assignments or take home examinations are to be done individually and without help or collaboration unless the instructor specifically states otherwise. Students should not generalize from one assignment to another as instructors may permit collaboration on some assignments but not on others.

D) Representing one’s own performance as another’s or knowingly allowing such misrepresentation to occur, e.g., signing another student into class; taking an exam for another student; writing or attempting to write an examination, paper, computer work, or other material for another student.

E) Buying and selling, or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor’s permission.

F) Using “cheat sheets,” looking onto another’s paper, talking to someone other than the instructor or proctor during an examination, or using any other method of communication (e.g. cell phones, text messaging) during an examination without the instructor’s permission.

G) Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated in a written course syllabus.

H) Presenting work for a current course (e.g. papers, projects, research) that is substantially the same as a previous submission for another course without obtaining the current instructor’s prior consent to do so. When the courses are taught in the same semester, informing and obtaining prior approval of both course instructors is required to avoid a possible dishonesty charge.
The Sociology Department also recognizes as forms of academic dishonesty falsifying attendance sign-in sheets and illegitimate use of “clickers” for graded class assignments.

Failure to maintain academic integrity carries significant penalties for students and may result in a failing grade for the affected assignment and/or failing the course. Instructors who detect academic dishonesty follow the procedures described on the Academic Policies webpage. Violations are ultimately sent to the Provost’s Office, where records of all incidents are kept. The first violation is seen as a warning and does not go on your college record; however, the penalty for two violations is dismissal from the College. Please consult the Academic Policies webpage for more information on academic honesty and the college policies pertaining to it.

**Academic Performance**

To graduate with a baccalaureate degree, you must obtain a minimum earned academic grade point average of 2.00 both overall and within the sociology major. That is:

1) You must earn a “C” average (2.00 GPA) over the total 120 credits needed for the BA/S degree, -and-
2) You must earn a “C” average (2.00 GPA) in the sociology major.*

*NOTE: The requirement of a “C” average does not mean that you must earn a grade of “C” in every single sociology course. Your average across all sociology courses must be a “C” and you must earn at least a “C” in Soc 200, Soc 300, and Soc 310.

**Credit Loads**

Undergraduates must carry a minimum of 12 credits to be classified as a full-time student. Whether you are designated as a full-time or part-time student is a matter of particular importance in the area of financial assistance, where your eligibility for various loans, grants and scholarships may depend on full-time status.

Fifteen (15) credits per semester is considered a normal load, although you may register for up to 17 credits without special permission. Beyond 17 credits, the computer in the Office of Registration and Records may block you from registering if your grade-point average is below a certain point (which varies depending on whether you are classified as a sophomore, junior, or senior). If that happens, then permission must be obtained from the Office of Academic Advisement.

**Adding Courses**

The first thing to keep in mind about adding courses is that once classes have begun the process must start with you and your instructor. If you can’t locate the instructor, try the department office to see if the authority has been delegated to the department chair or secretary, which is
sometimes the case during the first hectic days of the semester. In the present situation of high enrollments, it can be difficult to add classes at the beginning of the semester. A useful strategy is to contact the instructor early and ask if s/he maintains a waiting list. It is also helpful to attend the first class of the term in case some students drop the course. Finally, remember that you haven’t added anything officially until you formally register for the course through the Banner system or via the Registrar’s office.

You can add a course after the add deadline, if it is still early in the term, if you have the instructor’s permission, and if you pay a late registration fee. Even if you pay the fee, if the instructor thinks it is too late for you to add, then you may not be allowed into that course, so act early!

**Dropping and Withdrawing from Courses**

College policy distinguishes between dropping a course, which removes that course from your transcript completely, and withdrawing from a course, which does not. Students can only drop a course before the official drop deadline, which typically occurs within the first four weeks of a semester. Students have much longer to withdraw from a course, which usually must be done about a month before the term ends. Students are advised to check the current academic calendar or the registrar’s office for the official drop and withdrawal deadlines.

**Dropping Courses**

You may drop courses until about a month into the term (check the academic calendar for the specific date) through the Banner system or by going to the Office of Registration and Records. Students may be assessed a fee by the registrar’s office for dropping a course. It is often helpful if you also notify the instructor, because then the instructor will know that there is room to add a student who wants the seat you held. Two warnings:

1) Don’t drop courses and end up with fewer credits than you need to carry;
2) Don’t let the drop form languish on your desk beyond the deadline. If you do, you may not be able to drop the course officially.

**Withdrawing from Courses**

Be aware that there are two posted withdrawal deadlines: the deadline for withdrawing WITHOUT the department chair’s permission, and the deadline for withdrawing WITH the department chair’s permission. In most circumstances, the earlier deadline, which is the deadline for withdrawing without the department chair’s permission, is the one that applies. After that date, a student must document to the department chair some extenuating circumstance preventing him or her from completing the course. Students are also assessed a fee by the registrar’s office. Be advised that “not doing well” in a course is NOT adequate grounds for receiving special permission to withdraw after the initial deadline.
Sociology Department Attendance Policy

In keeping with the guidelines offered by the College as outlined on the Academic Policies website (http://www.brockport.edu/policies/category.php?id=1), students whose unexcused absences account for more than 15 percent of class time risk automatic failure. Note that individual instructors can impose more stringent criteria than what is outlined here.

This 15% translates as follows:

- For classes that meet 1 day a week: 2 unexcused absences
- For classes that meet 2 days a week: 5 unexcused absences
- For classes that meet 3 days a week: 7 unexcused absences

If you miss 15% of class you risk failing the course. Coming in late and leaving class early will also be noted and could negatively affect your final grade.

An absence will be considered “excused” only if you submit to the instructor documentation of a legitimate excuse. It is also your responsibility to provide the necessary notification and documentation in a timely manner, generally within one week of your absence. Notes from family members will not be accepted.

Legitimate excuses include:

- Official College sports competition with documentation from the coach.
- Official College representation at an event with documentation from the supervisor of the event.
- Religious holiday.
- A note from Health Services documenting restriction from attending class. A note merely documenting your presence at Health Services is not sufficient. If the note is for an exam, it must document your inability to take the test on the scheduled day.
- A doctor’s note on official stationery. If the note is for an exam, it must document your inability to take the test on the scheduled day.
- Evidence of your car breaking down.
- A funeral announcement with indication of the relationship of the person to you.
- A note from the day care or a physician for a sick child.

Examples of excuses that are not considered legitimate:

- Weddings
- Vacations (including Spring, Thanksgiving and Christmas)
- A heavy workload
- Conflicts with employment
- Practices for sporting events (including Collegiate sports practices)
- Extra-curricular activities
- Job-hunting
- Meeting with advisor
- Registration
- Meeting with another faculty person
Missed Material
You are responsible for keeping track of any and all material you miss, regardless of your excuse for being late, leaving early, or missing class. The instructor is not obligated to provide you with lecture notes. You should consult with other students if you miss lectures.

Missed Exams
Failure to take an exam will result in a zero for that exam. Please note that the instructor is under no obligation to offer a make-up exam unless the student provides documentation for a legitimate excuse.

Repeating Courses
You can repeat a course in order to attempt a higher grade. If you repeat a course, only the grade you earn in the most recent repetition will count toward your grade point average, whether it is higher, lower, or the same. You should consult with your advisor and check the Student Policies website for specifics before you actually consider repeating a course.

Residency Requirement
The College requires that 24 of your last 30 credits are from courses offered by the College at Brockport.

Taking Sociology Courses at Other Colleges
Once you have matriculated at The College at Brockport, you may still take courses at other colleges and universities, whether in summer school or as a visiting student. If you are planning on taking a course to use as credit toward the sociology major or minor, you should complete a “Student Course Approval Form” available from your advisor. This form, when signed by the department chairperson, ensures that your credit is accepted when you return to Brockport. You should take a copy of the course description, syllabus, or textbook if any of these are available when you seek approval.