GREETINGS for the new semester from all of us in Student Affairs and Student Services.

As we start this new academic year, I ask you to cooperate in the ongoing effort to foster an informed, safe community. The Graduate Center and all of CUNY take very seriously and will not tolerate sexual misconduct of any kind, as defined in CUNY’s Policy on Sexual Misconduct, including sexual harassment or the offenses of sexual assault or stalking or domestic and intimate partner violence. In addition to CUNY’s Policy on Sexual Misconduct, which addresses sexual harassment, gender-based harassment, and sexual violence, I call your attention to CUNY’s Equal Opportunity and Non-Discrimination Policy, Drug/Alcohol Use Amnesty Policy, CUNY’s Workplace/Domestic Violence Policy, and Article XV of CUNY’s Bylaws pertaining to student discipline. The full policy documents are at the following link: [http://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/campus/the-graduate-center/](http://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/campus/the-graduate-center/). I also want to call your attention to the opportunity for online training, through Haven Plus Online Training, in which the GC and other CUNY campuses are asking students to participate. I urge you to take advantage of this training to support you in your student life and in your role teaching undergraduate students at CUNY. We have been disseminating the training link to new students. Please take advantage of it.

I am very pleased to inform you that, following upon a student request, Room 9201 at the Graduate Center has been designated as a quiet
meditation room. This space is for prayer and/or meditation. Please remember to be quiet and respectful as you enter.

As with the start of any new semester, please take a moment to make sure that your NYSHIP status is up-to-date if you are enrolled in this employee benefit: *Is there any change to your job title or the campus from which you will be paid?* If so, you need to submit a transfer form. *Are you an adjunct at a community college?* If so, you must contact Student Affairs and your community college so that your payroll can be transferred to the Graduate Center. **This must be done each semester.** *Are you still a student but not in an eligible job title? Or have you graduated, taken a leave of absence, or withdrawn from your program (even if you are still adjuncting)?* If so, you are no longer eligible to remain in NYSHIP and must complete a termination form, even if you are an adjunct this semester. If your NYSHIP is terminating, you will be offered continuation of coverage via COBRA by New York State Civil Service.

Finally, always remember that if you have changed your residence address, you must notify us directly via the change of address form. All forms can be found at [http://www2.cuny.edu/about/administration/offices/hr/benefits/doctoral-students/](http://www2.cuny.edu/about/administration/offices/hr/benefits/doctoral-students/) Please send completed forms and questions to: healthinsuranceinfo@gc.cuny.edu.

With the spring semester come **student government elections for the DSC** (Doctoral Students’ Council), beginning with nominations. Consider taking advantage of the participatory and professional development opportunities that the DSC and other governance roles offer. In a broader venue, I remind you that if you need to register to vote—or if you wish to sign up as an organ donor, even if you are not registering to vote or changing your address for voter registration purposes—your program disseminates a voter registration link and forms provided by our office each semester. At [http://www2.cuny.edu/about/administration/offices/government-relations/register-to-vote/](http://www2.cuny.edu/about/administration/offices/government-relations/register-to-vote/), you can visit the “CUNY Votes” link or you may obtain forms and assistance in the Student Affairs office for voter registration as well as citizenship information. Note as well that in connection with the provision of student disability services by the Student Affairs office, we are, under the National Voter Registration Act, an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter
registration application forms (which we can mail in for you), or voter registration assistance of any kind, please call Student Affairs at 212-817-7400 or e-mail our office at studentaffairs@gc.cuny.edu.

Finally, do take time to regularly skim through the GC Student Handbook, which this Newsletter generally supplements with updates and highlights. You will find the Handbook online as a pdf at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf

Please don’t hesitate to bring to Student Affairs any questions, concerns, or feedback in general. We are in Room 7301 and can be reached at 212-817-7400 and studentaffairs@gc.cuny.edu.

Happy new semester, and stay connected!

~Matthew G. Schoengood, V.P. for Student Affairs

Table of Contents

Looking for information about health, wellness, and managing health insurance or obtaining healthcare? NYSHIP Health Insurance New York State of Health Enrollment Student Health Services (SHS) Student Counseling Services (SCS) Meditation Room

Kicking off that New Year’s resolution? Fitness Classes and Athletic Facilities: Fitness Classes Baruch College Athletics and Recreation Complex (ARC) John Jay College Cardiovascular Fitness Center

Get your career in gear! Updates from Office of Career Planning and Professional Development Dossier Services Teaching and Learning Center

Do you know what’s new at the library? Mina Rees Library

Looking for a safe space to talk? The Ombuds Office

Search out funding Opportunities? Fellowships and Awards

Your academic need-to-know to keep on track! Plagiarism: Do you know how to Avoid it? (your guide to academic integrity) Human Subject Approval Meeting your Language Requirement Disabilities and Access: Know Your Rights and Options
International Students need-to-know... Office of International Students

Looking out for our littlest students... The Child Development and Learning Center

Important CUNY policies to support you in your studies and teaching: Resources for Combating Sexual Assault and Other Unwelcome Behavior (Title IX) The City University of New York Policy on Equal Opportunity and Non-Discrimination Doctoral Student Parental Accommodation Policies Pregnancy Non-Discrimination Policy

Tax time info! Do you qualify for the Earned Income Tax Credit?
NYSHIP Health Insurance

Active matriculating doctoral students at the Graduate Center who are employed as either Graduate Assistants A, B, C or D; or in one of the eligible Adjunct titles (Adjunct Instructor; Adjunct Lecturer; Adjunct College Laboratory Technician (CLT); Non-Teaching Adjunct I or II) and who meet specific pay levels in those titles are eligible for health insurance coverage. The health insurance is made available through the Student Employee Health Plan (SEHP), a component of the New York State Health Insurance Program (NYSHIP). Students wishing to enroll must complete an enrollment form and provide copies of their social security card, birth certificate or passport, and current appointment letter. Additional documentation is required for those wishing to enroll dependents (spouse, child, domestic partner).

The program provides a medical/hospitalization benefit, pharmacy, laboratory tests, mental health/substance abuse care, and some dental coverage and vision care. Benefits are administered by a specified insurance provider depending upon the coverage.

- Hospital/Emergency Room - administered by Empire BlueCross BlueShield
- Medical-Doctor Visits/Laboratory Tests - The Empire Plan administered by UnitedHealthcare
- Prescription Drug - Empire Plan Prescription Drug Program administered by CVS Caremark
- Mental Health and Substance Abuse - administered by Beacon Health Options
- Dental Care - administered by Emblem Health
- Vision Care - administered by Davis Vision

There is no annual benefit maximum for essential benefits under the plan.

Further information about the plan’s various benefits, along with the ability to access and download the enrollment form, can be found at the Doctoral Student Employee Health Plan page on the CUNY University Benefits Office website http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/dshp.html.
Participants pay for the plan by having automatic deductions taken from their bi-weekly paychecks. For 2016, the bi-weekly premium for individual coverage is $14.09 and $83.23 for family coverage (which includes spouses, children, and domestic partners).

There is an annual maximum out-of-pocket limit for covered, in-network services. For 2016 individual coverage, the total is $6,850; $2,400 for prescription drug program and $4,450 for hospital, medical and mental health/substance abuse. For family coverage, the total is $13,700; $4,800 for prescription drugs and $8,900 for hospital, medical and mental health/substance abuse.

Scott Voorhees, the Graduate Center’s NYSHIP Coordinator, can be contacted at 212-817-7400 or svoorhees@gc.cuny.edu or by stopping by the Student Affairs office, Room 7301.

Additional information is also available by accessing the GC website at: http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health--Wellness/Health-Insurance or sending an email to healthinsuranceinfo@gc.cuny.edu

**New York State of Health**

New York State of Health, the Official Health Plan Marketplace, is a way for people to shop for, compare, and enroll in health coverage. It is also the only place to get financial assistance provided by the federal government to lower the cost of your health coverage. If you live in New York, the New York Heath Benefit Exchange is the Health Insurance Marketplace to serve you. Use the New York Heath Benefit Exchange website to apply for coverage, compare plans, and enroll. You can quickly compare health plan options and apply for assistance that could lower the cost of health coverage. Individuals and families may also qualify for free or low-cost coverage from Medicaid or Child Health Plus through the Marketplace. Anyone who needs health coverage can apply.

**The current open enrollment ended January 31, 2016.**

If you have a qualifying event, however, you may be eligible to enroll after the deadline. To view health insurance options available on the Exchange, visit the NY State of Health Official Health Plan Marketplace website https://nystateofhealth.ny.gov/ or call 1-855-355-5777.
The **Essential Plan** is a new health plan for New Yorkers available through the Official Health Plan Marketplace website (above). It costs much less than other health plans and it offers the same essential benefits. It is available to lower-income residents who don’t qualify for Medicaid or Child Health Plus and there is no enrollment period. If you qualify, coverage could be as little as $20 a month.

**The Wellness Center**

The Wellness Center comprises the Student Health Services and the Student Counseling Services. Robert L. Hatcher, Ph.D., is Director of the Wellness Center. Administrative Coordinator: Cheri Daniels, M.S.; Office Assistants: Deborah Mandas and Grace Acevedo.

**Student Health Services (SHS)/Wellness Center**

The Student Health Services (SHS) at the Wellness Center is staffed and directed by a licensed Nurse Practitioner, Adraenne Bowe, NP. The Health Education Coordinator is Ashley Chastain, MPH. Services are available to matriculated Graduate Center students only. All services are confidential and include visits for acute medical problems as well as management of ongoing health issues, women’s health examinations and pap smears, men’s genitourinary examinations, screening for sexually transmitted infections (STIs), immunizations, and referrals to outside health care providers. In addition we offer health and wellness programs, and workshops. Please check our website at [http://cuny.is/wellnesscenter](http://cuny.is/wellnesscenter) for current information. Students are seen by appointment, but those students with particularly urgent problems may be seen same day, if a time slot is available.

Although there is no charge for visits to the Student Health Services, there is a charge for laboratory costs for blood and urine tests. These charges may be covered by insurance; charges to uninsured students are substantially reduced through an arrangement with Mount Sinai Medical Center and further reduced through subsidies from the Doctoral Students’ Council (DSC). For students who are uninsured or underinsured, and require radiology testing, prescriptions, or specialty referral, the SHS attempts to direct students to the least expensive providers, since these services are not provided by agencies connected with the Graduate Center. All students who are uninsured or underinsured are encouraged to investigate possibilities for
health insurance and can receive advice through the Student Affairs office (212) 817-7400.

The Nurse Practitioner is generally available for appointments Monday through Thursday, with extended hours on Mondays, until 7 p.m. Please check the website or call the Wellness Center office to get up-to-date information on the NP’s availability.

The Wellness Center office is open Monday through Friday from 9 a.m. to 5 p.m. When the Nurse Practitioner is off-site, students needing immediate attention should go to an outpatient clinic or hospital emergency room. A listing of some alternative health care providers is available at the Student Health Services.

For further information, please feel free to visit, or call Student Health Services: Room 6422; 212-817-7020. Please visit our website at http://cuny.is/wellnesscenter for current information.

Spring 2016 SHS Events:

**Cholesterol and Glucose Screening Event on March 25th from 10am-2pm in C197/C198.**

We will have cholesterol testing, glucose testing, nutrition information and blood pressure screenings.

**Wellness Festival on May 4th from 10am-3:30pm on the Concourse Level.**

We will have a full range of services represented, including: GC Student Counseling Services information & depression screenings, vision testing, massage therapy, acupuncture, chiropractic care, hearing tests, HIV rapid testing and nutrition information, among others.

**Student Counseling Services/Wellness Center**

The Wellness Center’s Student Counseling Services (SCS) offers short-term (generally 3 to 12 sessions) individual and couples counseling, group counseling, consultations and referrals, dissertation support, and a variety of workshops relevant to graduate student life. All services are confidential
and free to matriculated Graduate Center students. The SCS is staffed by licensed psychologists and by pre-doctoral fellows. To make an appointment, call 212-817-7020 or stop by the Wellness Center office in Room 6422.

We offer individual consultations (3-5 sessions) and groups for students facing challenges with their dissertations. Sessions are designed to help students find useful ways to move forward with their work.

Our spring 2016 workshop series is listed below. Hundreds of students have valued past workshops and indicated that they would recommend them to others. To sign up for a workshop, please call our outreach number, 212-817-8731 and leave a message. Your call will be returned promptly.

Please visit our updated webpage for more information about the SCS and our services: [http://cuny.is/wellnesscenter](http://cuny.is/wellnesscenter)

**Spring 2016 Workshop Schedule:**

February 27 – Getting What You Need From Your Advisor

March 17 – Getting The Writing Done

April (TBA) – The Imposter Syndrome

May (TBA) – Parenting Workshop

June-August (TBA) – Summer Dissertation Workshop (8 sessions)

**Meditation Room**

Room 9201 at the GC has been designated as a quiet meditation room, a space for prayer/meditation/reflection. It is requested that as you enter, you please remember to be quiet and respectful.

**Fitness Classes and Athletic Facilities**

**Fitness Classes** are available for GC students, faculty, and staff through the Student Affairs office and the Doctoral Students’ Council. Classes have included Intermediate Yoga, Hatha Yoga, and Pilates. Information is available
from the Student Affairs office, at 212-817-7400, Room 7301. Pre-registration and payment are required before the first class and classes are limited in size.

**Join the Baruch College Athletics and Recreation Complex (ARC):**
Obtain from the GC Registrar's office a certification of enrollment to present to the ARC Facilities Director; complete paperwork at Baruch along with payment of $100 for the year beginning September 1. Information about the ARC facilities can be found at their website at [http://athletics.baruch.cuny.edu/sports/2006/1/7/Contact%20Us.aspx?tab=contactus&path=arc](http://athletics.baruch.cuny.edu/sports/2006/1/7/Contact%20Us.aspx?tab=contactus&path=arc). Membership forms can be found at [http://athletics.baruch.cuny.edu/documents/2012/9/2/New-Membership-Application-2012-13.pdf?id=3470](http://athletics.baruch.cuny.edu/documents/2012/9/2/New-Membership-Application-2012-13.pdf?id=3470).

**Use the John Jay College Cardiovascular Fitness Center**
$275 annual fee (half-year membership is available for $137.50). For John Jay, students must first have a physical examination ($25 on-site exams are available twice a year). For further information, contact 212-237-8367. Information about the John Jay facilities can be found at their website at [http://www.johnjayathletics.com/sports/2006/8/17/facil.aspx](http://www.johnjayathletics.com/sports/2006/8/17/facil.aspx). “Medical Referral forms” are available online at [http://www.johnjayathletics.com/documents/2006/12/11/FitnessCenterHealthForm.pdf](http://www.johnjayathletics.com/documents/2006/12/11/FitnessCenterHealthForm.pdf).

**Office of Career Planning and Professional Development**
The Office of Career Planning and Professional Development supports the Graduate Center’s students in achieving their career goals. The office offers individual career counseling to students, including advice on CV’s, resumes, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. We work with students on both nonacademic and academic job searches. All conversations with office staff are confidential. Students can connect with the office in several ways: email us at CareerPlan@gc.cuny.edu; follow us on Twitter @CareerPlanGC; or access our calendar of events and use the many resources on our website [http://careerplan.commons.gc.cuny.edu](http://careerplan.commons.gc.cuny.edu). Our office is located in suite 3300.30 of the Graduate Center and we can be reached at 212-817-7425. We look forward to helping you attain your professional goals!

**Dossier Services**
The Graduate Center has partnered with the credentials management service Interfolio Inc. to offer current and former students a more efficient and effective way of managing dossier files. Interfolio's online system allows
you to build an online portfolio - a complete file of all your credentials - and request electronic or mail delivery. Nearly any document can be stored, including, but not limited to:

- Confidential letters of recommendation
- Resume
- Curriculum Vitae
- Statement(s) of purpose
- Writing sample
- Dissertation abstracts
- Teaching Portfolio documents
- Supervising teacher evaluations
- Student & peer evaluations
- Unofficial Transcripts

Current students are eligible for a one-time three-year membership and mailing subsidy. Students should go to https://secure.interfolio.com/index.cfm?event=signup.fullaccount&selected_institution=4736&specialOfferCodeText=2ACBUB&ratetype=specialOfferCode to start your file and call or email the Office of Career Planning and Professional Development if you have any questions, 212-817-7425; careerplan@gc.cuny.edu.

**Teaching and Learning Center**

The GC’s Teaching and Learning Center (TLC) supports Graduate Center students who are starting or evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. The TLC provides individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment, preparing for the job market, and the scholarship of teaching and learning. The TLC also works with partner offices and programs at the Graduate Center, including the Provost’s Office, the GC Digital Initiatives, the Futures Initiative, the Office of Career Planning and Professional Development, the Interactive Technology and Pedagogy Certificate Program, and the Center for Media and Learning on projects that identify, explore, and support emerging modes of pedagogy across CUNY’s classrooms. For more on the TLC, visit our website at cuny.is/teaching. A schedule of workshops for the spring semester can be found at https://tlc.commons.gc.cuny.edu/workshops/, and TLC staff office hours can be found at https://tlc.commons.gc.cuny.edu/2016/01/25/tlc-office-hours-spring-2016/. Rooms: 3300.21/22. Telephone: 212-817-7275. Email: lwaltzer@gc.cuny.edu. Director: Dr. Luke Waltzer.
Updates from the Graduate Center Library

**GC + NYPL:** Thanks to a new initiative with New York Public Library, the Graduate Center Library is gaining access to a wide variety of new databases. Look for them to start appearing on the library’s list of databases, and get ready for lots of additional full-text results in tools such as OneSearch!

**NYTimes Pass Now Includes Tablet Apps:** As you may know, CUNY libraries offer free NYTimes subscriptions to anyone with a CUNY email address. Until recently, they only provided access to the NYTimes website and smartphone apps, not the tablet apps. But that’s changed! Your free pass now entitles you to all three versions — web, smartphone, and tablet! (If you already have a free pass, you need to deactivate and then reactivate it in order to obtain privileges for the tablet apps.)

**New Deposit Procedures:** The library has instituted new procedures for depositing dissertations, theses, and capstone projects. All culminating projects must be submitted to CUNY Academic Works (academicworks.cuny.edu), and all dissertations must also be submitted to ProQuest for inclusion in the ProQuest Dissertations and Theses Global database. (Submission is mandatory, but there are embargo options — i.e., opportunities to delay release of the full text — in both Academic Works and ProQuest.) Learn more at libguides.gc.cuny.edu/dissertations.

**Find Your Audience with CUNY Academic Works:** Academic Works isn’t limited to dissertations, theses, and capstone projects! GC students can also submit, at any time, other scholarly and creative works: articles, book contributions, conference papers, slideshows, posters, datasets, music scores, etc. Uploading to Academic Works is a great way to satisfy grant funders’ open access or open data requirements, share your work with your
research community and the broader public, improve the visibility of your work on Google Scholar, maximize the impact of your research, and get monthly download stats, which help you measure interest in your work. Learn more at libguides.gc.cuny.edu/academicworks.

**New Library Printing Area:** The library’s 2nd floor printing area has moved to the circular area near the restrooms (where the IT Help Desk used to be). This change removes printers from the prime real estate near the 34th Street windows and gives students more access to natural light!

**Connect with the GC Library:** Subscribe to the library’s blog on the Academic Commons (gclibrary.commons.gc.cuny.edu), follow us on Twitter (@cunyGClibrary), or like us on Facebook (facebook.com/cunyGCLibrary)!

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**The Ombuds Office**

**The Ombuds Office is here for you**
The Ombuds Office offers a safe and neutral place for students, along with other members of the GC community, to voice concerns, evaluate situations, organize their thoughts, and explore options for handling problems that arise—all in strictest confidence. Options can range from informally talking about concerns to requesting a formal grievance. The Ombuds Officer can gather information, serve as a “shuttle diplomat,” or mediate, as well as provide referrals to relevant authorities. The office has been established outside the existing administrative and academic structures and is completely independent. The most important job of the Ombuds Officer is to **LISTEN**. Concerns that people bring to this office include feelings of stress, disagreements about grades, problems with tuition charges, interpersonal conflicts, professional misconduct, academic dishonesty, safety concerns, ethics and whistle-blowing, and intellectual property issues. Students should feel free to visit this office.

Contact Dr. Martin Gitterman Ombuds Officer, Room 3311; 212-817-7191; ombuds@gc.cuny.edu and visit http://www.gc.cuny.edu/About-the-GC/Resource-Services/Ombuds.

**Fellowships and Awards**
As a general practice, students should refer to their academic program and the sites below for information on fellowships and awards.

Office of Research and Sponsored Programs
Please note the following award opportunity:

**New Media Lab Positions and Awards**

Are you considering doing innovative digital work related to your academic studies? The New Media Lab (NML) supports doctoral students to spend time in its collaborative laboratory environment working on digital projects related to academic research topics. NML also has numerous small research and teaching awards for Lab students: The NML Digital Dissertation Award, the History or Public Health Student Award, the Social Justice Award, the Dewey Digital Teaching Award, and the NML Conference Travel Award. For more information, see the [NML website](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf?ext=.pdf) or contact the managing director Andrea A. Vásquez (avasquez1@gc.cuny.edu or 212-817-1967).

**Plagiarism: Do you know how to avoid it? Your guide to academic integrity**

Do you know how to avoid plagiarism? Make sure you read the guide “Avoiding and Detecting Plagiarism,” available from the Student Affairs Office, Room 7301, or online at [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf?ext=.pdf).

**Human Subject Approval**

- **Required for all dissertations**
- **Also required for any non-dissertation research involving human subjects**

If you are planning to conduct research involving human subjects, whether funded or not, the CUNY assurance with the U.S. Department of Health and Human Services requires The City University of New York Institutional Review Board (IRB), to review your research design for
compliance with human subjects regulations. This requirement is mandated by federal law and is given further impetus by the ethical standards set by professional societies and those of The City University of New York. **For information on submitting an application, please go to our website at [http://www.cuny.edu/research/compliance.html](http://www.cuny.edu/research/compliance.html)** **For further information, contact** Marianna Azar, HRPP Coordinator, mazar@gc.cuny.edu, 212-817-7525.

**Meeting your Language Requirement**

The CUNY Graduate Center Language Reading Program offers non-credit intensive classes designed to assist graduate students in meeting the language requirements for their degrees. Level I assumes no knowledge of the language and focuses on language basics. Level II classes assume a foundation of grammar and syntax knowledge, and the work consists of translating scholarly texts specific to the students' disciplines. Official documentation of each student’s performance will be supplied by the LRP upon request.

Our classes are small to give each student an in-depth learning experience. The work outside of the classes is intensive, especially regarding the number of hours ideally dedicated to master the material. If you have questions regarding the requirements, the appropriate level for you or any other issues, the program coordinator will be happy to address your specific concerns. Please see below for contact information.

**Spring 2016**: we are offering Level I and Level II courses in French, German, and Spanish. Registration is now in progress. Details are available here: [http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Special-Programs/Language-Reading-Program/Spring-2016-Courses](http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Special-Programs/Language-Reading-Program/Spring-2016-Courses)

**Summer 2016**: several sections of Level I and Level II courses in French, German, Italian, Latin and Spanish are offered. The summer courses last six weeks and the schedule is designed to enable students to complete Level I and go directly into Level II if a Level II course is needed and the student successfully complete Level I requirements. Also, a special intensive ten-week course in German combining Level I and Level II is offered; this
course is dedicated to the fields of art history, aesthetics and classics. Exceptions may be made by the program on a case by case basis regarding students’ disciplines. The schedule for summer 2016 will be posted on our website on March 15, 2016.

**Fall of 2016:** we will be offering Level I and Level II courses in French, German, Italian and Spanish. Look for the schedule on the website July 15, 2016.

Registration may be completed in person, on-line and by mail. For information regarding tuition fees, registration dates and an on-line registration form please visit the LRP website: http://www.gc.cuny.edu/LRP or contact Diana Toman at dtoman@gc.cuny.edu

**Disabilities and Access: Making it “Work”**

**Student Disability Services in the Office of Student Affairs:**

**Do you expect to need any accommodations? Plan ahead…**

Student disability services are provided by the Office of the Vice President for Student Affairs. It is the policy of the Graduate Center to provide auxiliary aids and services and make appropriate academic modifications necessary to offer students with disabilities non-discriminatory access to programs, services, and activities of the GC. A disability is any physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if he/she has the disability, has a record of the disability, or is regarded as having the disability. Under the Americans with Disabilities Act of 1990 and subsequent amendments and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities are entitled to appropriate accommodations to achieve non-discriminatory access to programs, services, and activities of the GC. Some examples of covered disabilities are visual and hearing impairments, mobility impairments, impairment of hand function, and such “hidden” disabilities as AIDS/HIV, learning disabilities, ADD, heart conditions, chronic fatigue syndrome, and being in recovery from substance abuse. The Graduate Center does not discriminate on the basis of disability in the admission and retention of students. To ensure equal access for persons with disabilities to all academic and other programs, services, and activities of the GC, as required by law, appropriate accommodations will be made. These may include auxiliary aids and services for students with
visual impairments (e.g., readers/library assistants and such information technology as adaptive computer software and hardware), etc., other auxiliary aids and services, including qualified sign-language interpreters and scribes; and voice recognition and enlargement and screen-reading software; use of a computer for exams; and recording classes. Examples of academic modifications include extended or divided time on examinations and adjustments in course load for students with learning disabilities, reduced physical stamina, or other disabilities for which such accommodations are appropriate. The Vice President for Student Affairs is the 504/ADA Coordinator (Room 7301; 817-7400). For more information (with confidentiality) contact Sharon Lerner or Elise Perram (212-817-7400 or disabilityservices@gc.cuny.edu) in the Student Affairs office and see pages 27-28 of the Graduate Center Student Handbook online at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf. Also, please see the first page of this newsletter for important voter registration information.

**Office of International Students**

**Keep Your SEVIS Record Up-To-Date**

Check the Office regularly for the latest U.S. Government revisions to requirements for international students in F-1 and J-1 status.

Keep your preferred email address up to date in our office so that we can inform you in a timely manner as these new requirements become effective

**NOTE:** The US Department of Homeland Security (DHS) requires you to report regularly – and update – the following items in the Office of International Students at the Graduate Center:

1. **Change of U.S. address** must be reported to the Office of International Students within 10 days of moving.
2. New Requirements also include reporting your **Email address and Phone Number**.
3. **Before you travel outside the United States** visit our Office, **AND after you return**, so we can verify all immigration documents.
4. **Change of Name** as it appears in your **passport**. Report as soon as new passport is received.
5. **Register full-time** for every semester. Registration should be made for fall semester in the preceding May, and for spring semester in the preceding December.

6. **Applications for extension of F-1 or J-1 status** must be made at least 30 days before the indicated completion date on your Form I-20 or DS-2019.

7. **Change of Major** – or change from **Master’s to Ph.D.** – must be made **BEFORE you begin classes** in the new program.

8. **Applications for Optional Practical Training (OPT) (F-1 status)** or **Academic Training (AT) (J-1 status)** must be made **BEFORE you deposit** your dissertation/thesis in the Graduate Center Library. Schedule an appointment with an International Student Counselor at least 4 months before you plan to graduate and apply for OPT 3 months before you deposit your dissertation.

9. **Transfer to another school** must be completed before you leave the Graduate Center.

10. **Before you CHANGE STATUS**, consult with an International Student Counselor on how your application may affect your current status.

   **Keep your current E-MAIL address recorded in the Office of International Students.** We use e-mail as the principal method of communication. We always need your current e-mail address.

   **HELP US KEEP YOU INFORMED**

   **Other reminders for international students continue to be of importance:**

1. **Maintain full-time registration** at the Graduate Center. We request that you register during the official registration periods: during May for fall 2016, and during December 2016 for spring 2017.

2. **Discuss authorization for Employment** outside CUNY with an International Student Counselor **BEFORE you begin any employment** outside the CUNY system.

3. **BEFORE you plan to graduate**, about 3 to 4 months prior to completion, contact an International Student Counselor, so that we may **discuss your plans after graduation** and review your immigration status options.

4. Confirm that all of your immigration **documentation is up-to-date**.

5. **Make COPIES** of your passport, I-94, and I-20 or DS-2019 to protect you in case of loss.
6. **BEFORE you begin a Change of Status** to any other United States immigration status (e.g., H-1B, Permanent Residency, etc.), contact the office to discuss implications on your valid F-1 status.

7. **File yearly U.S. tax return reports.** This office will be providing information about tax reporting during March each year. All income tax returns are due by April 15 each year.

    If you have any questions, please contact the Office of International Students at intstu@qc.cuny.edu or 212-817-7490 to make an appointment to come to our office in Room 7200. We hope that you all have a pleasant and profitable spring semester 2016.

**The Child Development and Learning Center**

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. Licensed to serve 27 children ages 2 1/2 through 6, it offers on-site, affordable childcare to children of GC students. To learn more about the program or placing your child on the center’s waiting list, please contact Director Dorothy Hartigan (212- 817-7032, dhartigan@qc.cuny.edu).

**Important CUNY Policies**

**RESOURCES FOR COMBATING SEXUAL ASSAULT AND OTHER UNWELCOME BEHAVIOR (TITLE IX)**

As CUNY’s **Policy on Sexual Misconduct** states: “Every member of The City University of New York community, including students, employees, and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence.” The Sexual Misconduct policy also references other CUNY policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

The following direct link will provide you with the full policy documents: [http://www1.cuny.edu/sites/title-ix/cuny-policies/campus/the-graduate-center/](http://www1.cuny.edu/sites/title-ix/cuny-policies/campus/the-graduate-center/). For an overview on Title IX, and links to information on sexual violence and support services and other resources--and for important information if you recently were sexually assaulted--please see the GC’s Title IX Awareness homepage at [http://www1.cuny.edu/sites/title-ix/getting-help/campus/the-graduate-center/](http://www1.cuny.edu/sites/title-ix/getting-help/campus/the-graduate-center/). If you are the victim of a sexual assault, sexual harassment, domestic violence, intimate partner violence,
dating violence, or stalking, you should immediately contact one of the Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

- **Campus Title IX Coordinator/Compliance & Diversity Officer:** Edith Rivera, Room 7301, 212-817-7410
- **Campus Director of Public Safety:** John Flaherty, Room 9117, 212-817-7761
- **Vice President for Student Affairs:** Matthew Schoengood, Room 7301, 212-817-7400

**THE CITY UNIVERSITY OF NEW YORK POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the University’s policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint. [http://www2.cuny.edu/wp-content/uploads/sites/4/page-](http://www2.cuny.edu/wp-content/uploads/sites/4/page-)
COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK’S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location. [At the Graduate Center: Ms. Edith Rivera, erivera@gc.cuny.edu; 212-817-7410]

B. Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY’s Policy on Sexual Misconduct:

C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY’s Procedures on Reasonable Accommodation: http://www.cuny.edu/about/administration/offices/la/CUNYProcedureReasonableAccommodationJune2005.pdf

Doctoral Student Parental Accommodation Policies
In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, the Graduate Center’s Doctoral Student Parental Accommodation Policies, implemented for a two-year pilot period (academic years 2014–2015 and 2015–2016), are intended to further the Graduate Center’s commitment to supporting programs and services to help graduate students to meet their family care obligations while they pursue their academic goals. For specific policy information and the procedures for requesting parental accommodations, refer to the Graduate Center’s Student Handbook (pp. 92-98) at [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf).

**Pregnancy Non-Discrimination Policy**

The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office from Vice President for Student Affairs Matthew G. Schoengood. (Room 7301; 212-817-7400; StudentAffairs@gc.cuny.edu) or from Title IX Coordinator/Compliance & Diversity Officer Edith Rivera (Room 7301; 212-817-7410; ComplianceDiversity@gc.cuny.edu).

**Earned Income Tax Credit (EITC)**

The federal, New York State and New York City Earned Income Tax Credits (EITCs) are refundable tax credits for working people with low or moderate incomes. They have several important purposes: to reduce the tax burden on these workers, to supplement wages, and to provide a genuine incentive for working.

Workers who qualify for the EITCs and file federal and state tax returns can get back some or all of the income tax that was withheld during the year. They may also get extra cash back from the IRS, New York State and New York City if their EITCs are higher than the taxes they owe.

**Earned Income and AGI Limits**

[Earned income](#) and adjusted gross income (AGI) must each be less than:
### Income Limit

**Investment income** must be $3,400 or less for the year.

### Maximum Credit Amounts

The maximum amount of credit for Tax Year 2015 is:

- $6,242 with three or more qualifying children
- $5,548 with two qualifying children
- $3,359 with one qualifying child
- $503 with no qualifying children

For more information on whether a child qualifies you for EITC, see:

- [Qualifying Child Rules](https://www.irs.gov/Credits-Deductions/Individuals/Earned-Income-Tax-Credit/EITC-Income-Limits-Maximum-Credit-Amounts), or

To be eligible for the New York City EITC you must, in addition to the above requirements:

- Be a full-year or part-year resident of New York City,
- Claim the federal earned income tax credit, and
- File a New York State income tax return.

### Federal Tax Forms
Forms and instructions are available on the [https://www.irs.gov/Forms-&-Pubs](https://www.irs.gov/Forms-&-Pubs).

**NYS Tax Forms and instructions are available on the [New York State Department of Taxation and Finance website](https://www.tax.ny.gov).** See this [information about the importance of recordkeeping for self-employed persons](https://www.tax.ny.gov) in order to claim the credit.