GREETINGS for the new semester from all of us in Student Affairs and Student Services. I want to call to your attention the new **Policy on Sexual Misconduct** that has been put into place for all of CUNY to address sexual harassment, gender-based harassment, and sexual violence. The policy also references CUNY’s other policies that apply to other forms of sex discrimination and 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 for important information if you recently were sexually assaulted--please see the GC Title IX homepage at [http://www1.cuny.edu/sites/title-ix/homepage/campus/the-graduate-center/](http://www1.cuny.edu/sites/title-ix/homepage/campus/the-graduate-center/). I also want to call your attention to the opportunity for online training in the effort to foster an informed, safe community. The GC and other CUNY campuses are asking all students to participate in this training. The initial program selected by the University is called Haven Online Training. 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 disseminated the training link in the fall and will do so again later this month.
Welcome to Phyllis Schulz, the GC's new Executive Director of Fellowships and Financial Aid. Prior to joining the GC in November, Dr. Schulz was the Director of Financial Aid at NYU School of Medicine. She has 14 years of financial aid experience and holds a doctorate in Higher and Post-secondary Education from NYU. The best part of financial aid is working with students to help them reach their education goals, she says: She looks forward to working with GC students and welcomes their input.

Retiring after the end of this semester will be Linda Perrotta, founding director of the GC's Child Development and Learning Center, which cares for nearly 30 pre-school children and their families every year. In its 15 years, the center has earned a well-deserved reputation for excellence throughout CUNY and the metropolitan area under her gifted leadership and not least because of her own day-to-day classroom presence at the center as a much-admired teacher in early childhood education. We will update the community on plans to show our appreciation.

Short-term off-site health services options have been identified for GC students during the period until April that the Nurse Practitioner/Director for the GC’s Wellness Center Student Health Services will be on leave. “Stop-gap” primary medical care services will be made available at selected Institute for Family Health (IFH) clinics to uninsured and under-insured registered Graduate Center students. The funding for this “stop-gap” measure has been made available by the GC administration; GC students who do have health insurance can of course also avail themselves of Institute services--but as insured patients--and may be eligible for other programs, including, in some cases, low-cost prescriptions, as applicable. Please read through the “Q & A.” posted on the Wellness Center Health Services web page at http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Services (Click on the item “Short-Term Off-Site Health Services Options for GC Students.”)

With the spring semester, another cycle of your student government elections for the DSC (Doctoral Students’ Council) is coming up, beginning with nominations. Do take 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://www.cuny.edu/about/administration/offices/government/vote.html](http://www.cuny.edu/about/administration/offices/government/vote.html) 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. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York at [http://www.elections.ny.gov/](http://www.elections.ny.gov/). 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](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

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Health Insurance and Services

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 Value 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](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 2015, the bi-weekly premium for individual coverage is $13.06 and $78.01 for family coverage (which includes spouses, children, and domestic partners).

There is an annual maximum out-of-pocket limit for covered, in-network services. In 2015, for individual coverage, the total is $6,600; $2,300 for prescription drug program and $4,300 for hospital, medical and mental health/substance abuse. For family coverage, the total is $13,200; $4,600 for prescription drugs and $8,600 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 Open Enrollment**

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 period ends February 15, 2015.

If you have a qualifying event, however, you may be eligible to enroll earlier. 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 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 Betancourt, M.S.; Office Assistants: Deborah Mandas and Janaye Solomon.

Student Health Services (SHS)/Wellness Center

IMPORTANT NOTE: OUR NURSE PRACTITIONER IS OUT ON LEAVE UNTIL APRIL 2015. PLEASE VISIT OUR WEBSITE FOR A LIST OF SHORT-TERM INTERIM OFF-SITE HEALTH SERVICES ARRANGED BY STUDENT AFFAIRS.

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 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 2015 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.
Ergonomics in Academia in May 2015 TBD

A yearly workshop for students, faculty and staff on ergonomic approaches to preventing musculoskeletal problems that arise in the academic setting.

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 2015 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

Spring 2015 Workshop Schedule:

February 5th – Getting What You Need from your Advisor
March (TBA) – When Writing Never Gets Done
April (TBA) – The Imposter Syndrome
May (TBA) – Parenting Workshop
June-August (TBA) – Summer Dissertation Workshop (8 sessions)

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 is required before the first class for most sessions and 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 212-817-7424. We look forward to helping you attain your professional goals!

Mina Rees Library

Updates from the Graduate Center Library

Introducing OneSearch: The library is delighted to debut a powerful new search tool called OneSearch (still in beta, meaning we’re still customizing it and chasing some bugs). When you use OneSearch, you search simultaneously across most of the library’s databases, including the library catalog, JSTOR, Academic OneFile, PubMed/MEDLINE, ScienceDirect, SpringerLink, and many others. Needless to say, a search across that much information can lead to a huge number of results. Happily, OneSearch offers many options for refining your search and helping you find exactly what you want. Give it a try and let us know what you think!

Scan & Deliver: The library is continuing its pilot “Scan & Deliver” program, wherein we scan journal articles and book chapters that we have here in print and send them to you electronically. Make these “Scan & Deliver” requests the same way you make interlibrary loan requests, using your ILL account.

Quiet Zones in the Library: The entire GC Library is intended to be a peaceful space that facilitates prolonged and focused thinking, but we have also designated two special quiet zones: the Dissertation Reading Room (1st floor) and the northeast corner of the library’s 2nd floor. In both of these quiet zones, users are expected to refrain from talking, typing on laptops, and engaging in other kinds of audible device use. Furthermore, for those who seek true silence, the library has started giving away free earplugs!

Dissertations & Theses in Academic Works: All dissertations and theses from 2014 are now in Academic Works, the Graduate Center’s new open access institutional repository. Some of them are open access (i.e., freely
available) now, and the others will become open access at the end of the author’s chosen embargo period. Moving forward, all theses and dissertations will appear shortly after each degree conferral date. (Debating open access vs. embargo? If your thesis or dissertation is open access in Academic Works, you’ll receive monthly readership reports detailing how often your work has been downloaded, what search terms led readers to your work, etc. So, not only does going open access help you find a broader audience and make a greater impact — it also helps you see and track that impact!)

**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)!

**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 Research and Sponsored Programs http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding (note: look for the frequently updated Student Grants Bulletin link in the upper right corner)
Please note the following new award opportunity:

**New Media Lab Positions and Awards**

Are you considering doing innovative digital work related to your academic studies? The New Media Lab hires doctoral students in good standing to spend 4 to 6 hours per week in its collaborative laboratory environment working on digital projects related to their 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. All GC students are eligible for the part-time paid positions but the awards are for students already working on digital projects at the Lab. 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 For further information, contact Kay Powell, IRB Administrator, 212-817-7525, kpowell@gc.cuny.edu.

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. During the summer, classes meet three times a week for two and a half hours. 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 is translating scholarly texts specific to the students' disciplines.

In spring 2015 we are offering Level I and Level II in all courses: French, German, Italian, Latin, and Spanish. Details are available here: http://www.gc.cuny.edu/LRP/Spring-2015-Courses

Mail-in registration for spring 2015 began December 1; in-person registration began December 16.

Registration is not handled by the Registrar’s office, nor do these courses appear on your transcript, however. Official documentation of each student’s performance will be supplied by the LRP upon request. For further information, please visit the LRP website at 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...

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 persons with disabilities are entitled to reasonable 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 and ADHD, 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 (readers/library assistants and such technology as adaptive computer software and hardware, etc.); qualified sign-language interpreters; scribes; extended or divided time on examinations for students with learning disabilities or reduced physical stamina; adjustments in course load when appropriate; voice recognition software; use of a computer for exams; and taping classes. 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) and see pages 25-26 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.

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 Student Affairs office if you have any questions, 212-817-7400; studentaffairs@gc.cuny.edu.

**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.

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. **Before you travel outside the United States** visit our Office, **AND after you return**, so we can verify all immigration documents.

3. **Change of Name** as it appears in your **passport**. Report as soon as new passport is received.

4. **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.

5. **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.
6. **Change of Major** – or change from Master’s to Ph.D. – must be made **BEFORE you begin classes** in the new program.

7. **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 three months before you deposit your dissertation.

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

9. **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. 

2. **Maintain full-time registration** at the Graduate Center. We request that you register during the official registration periods: during May for Fall 2014, and during December 2014 for Spring 2015.

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

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

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

6. **Make COPIES** of your passport, I-94, and I-20 or DS-2019 to protect you in case of loss.
7. **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.

8. **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@gc.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 2014.

**The Child Development and Learning Center**

The GC Child Development and Learning Center provides an excellent educational program for pre-school children. The center, which is licensed to serve children ages two and a half through six, offers on-site, affordable childcare to children of Graduate Center students.

If you are interested in learning more about the program or would like to place your child on the center’s waiting list, please contact the director, Linda Perrotta, at 212-817-7032 or Lperrotta@gc.cuny.edu.

**Important CUNY Policies**

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

As CUNY’s new **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 CUNY’s other policies that apply to other forms of sex and other discrimination and 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 homepage at [http://www1.cuny.edu/sites/title-ix/homepage/campus/the-graduate-center/](http://www1.cuny.edu/sites/title-ix/homepage/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

[http://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf](http://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf) (For complete policy and procedures.)

I. 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://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf (for full policy and procedures).

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: (http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf )
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://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/Disability-Accommodation-Procedure.pdf).

For the full policy and procedures on Equal Opportunity and Non-Discrimination, see:
http://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf (for full policy and procedures).

**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.72-79) and online at http://www.gc.cuny.edu/News/GC-News/Detail?id=25206

**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 or from Title IX Coordinator Edith Rivera. (Contact information: Room 7301; 212-817-7400; StudentAffairs@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.

To be eligible for the Federal and New York State EITC, you must:

- Have worked full or part time at some point during the calendar year,
- Be a single or married person raising “qualified” children at home,
- Have income below *$ 38,511 (or $ 43,941 if married) - for families with one child,
- Have income below *$ 43,756 (or $ 49,186 if married) - for families with two children,
- Have income below *$ 46,997 (or $ 52,427 if married) - for families with three or more children, or
- Be a worker between the ages of 25 and 65 and earn less than $ 14,590 (or $20,020 if married) for families with no children.

*These figures are based on Tax Year 2014 levels and change every year.

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<th>Combined Federal and State EITC Refund Levels</th>
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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 [Internal Revenue Service Website](https://www.irs.gov).

**NYS Tax Forms**

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