**THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

# Application for Registration of a New Program[[1]](#footnote-1)

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| This application is for New York degree-granting institutions seeking to register a new program that is below the doctoral level. Save this file, enter the requested information, and submit to the State Education Department.* Proposals for new distance education, teacher certification, educational leadership certification, and professional licensure programs may require additional information, in addition to this core application.
* Certificate and advanced certificate proposals: use the certificate forms at [www.highered.nysed.gov/ocue/](http://www.highered.nysed.gov/ocue/). This expedited option is not available for teacher, educational leader, or professional certification/licensure programs.
 |
| **Item** | **Response** *(type in the requested information)* |
| **Program type***Check program type(s)* | \_X\_ General academic program \_\_ Program to prepare certified teachers or certified educational leaders \_\_ Program to prepare [licensed professionals](http://www.op.nysed.gov/) |
| **Institution name and address** | Manhattan College, 4513 Manhattan College Parkway, Riverdale, NY 10471*Additional information*:* Specify campus where program will be offered, if other than the main campus:
* If any *courses* will be offered off campus, indicate the location and number of courses and credits:
 |
| **Program title, award, credits, and proposed** [**HEGIS code**](http://www.highered.nysed.gov/ocue/documents/hegis.pdf) | Program title: Film Studies Minor[Award](http://www.highered.nysed.gov/ocue/lrp/rules.htm) (e.g., B.A., M.S.): Credits: 15Proposed HEGIS code: |
| **Program format** | Check all program scheduling and format features that apply: (See [definitions](http://www.highered.nysed.gov/ocue/aipr/format.html))i) **Format**: X Day X Evening Weekend Evening/Weekend  Not Full-Time ii) **Mode**: X Standard X Independent Study External Accelerated Distance Education (submit [distance education application](http://www.highered.nysed.gov/ocue/ded/reviseddepplication.doc) with this proposal)iii) **Other**: Bilingual Language Other Than English Upper Division Program |
| **Diploma Programs** | If the program is credit bearing *and* will lead to a Diploma or Advanced Diploma, indicate the [registered degree program(s)](http://www.nysed.gov/heds/IRPSL1.html) to which the credits will apply: |
| **Contact person for this proposal** | Name and title: Meg Toth, Assistant Professor of English Telephone: 718-862-7369 Fax: 718-862-8044 E-mail: margaret.toth@manhattan.edu |
| **CEO** (or designee) **approval** *Signature affirms the institution’s commitment to support the proposed program.* | Name and title:Signature and date: |
| If the program will be registered jointly[[2]](#footnote-2) with another institution, provide the following information: |
| Partner institution’s name:Name and title of partner institution’s CEO:Signature of partner institution’s CEO: |

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| **Program registration** is based on standards in the [Regulations](http://www.highered.nysed.gov/ocue/rules.htm) of the Commissioner of Education. Section [52.1](http://www.highered.nysed.gov/ocue/title_8_chapter_ii_regulations_o.htm#§%2052.1%20Registration%20of%20postsecondary%20curricula.) defines the curricula that must be registered. The Department registers individual curricula rather than the institution as a whole, but the registration process addresses major institutional elements. It is the chief means by which the Regents support the quality of college and university programs. **Please enter the requested information about the proposed program**. Answer rows will expand as needed when information is entered. Application addenda for professional licensure, teacher certification, and educational leadership certification programs contain additional items and direction.  |
| 1. **Program Description and Purpose**
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| 1. **Provide a brief description of the program as it will appear in the institution’s catalog.**
 |
| *Answer*: The Film Studies minor is an interdisciplinary course of study that focuses on the history, analysis, and production of the medium of film. The minor is grounded in the principle that cinema itself has always been an interdisciplinary art form, borrowing from the traditions of theater, music, written narrative, photography, and—more recently—televisual and digital technologies. Students in the minor are encouraged to study the history and application of these related arts while also learning about the distinctive elements of cinematic aesthetics. At the same time, film is a form of cultural expression that holds the power to shape our understanding of the societies we live in, engaging such diverse subjects as history, politics, religion, and social identities. Several courses, therefore, ask students to make connections between the films we watch and the world we occupy. The Film Studies minor brings together, in a valuable and systematic way, multiple existing courses across at least six departments. The curriculum is organized so that students will gain a broad understanding of the evolution of film as an artistic medium while also having the opportunity to study various genres, modes of production, social issues, and philosophical approaches in depth. Students will also be able to take advantage of the multiple and unique opportunities to access film screenings and archives that our location in New York City provides. |
| 1. **List educational and (if appropriate) career objectives.**
 |
| *Answer*: (1) Gain a mastery of how various formal techniques operate in film (through the study of films, hands-on/production experience, or both).(2) Develop an understanding of the history of film as an art form (how it originated and has evolved over time).(3) Gain a working knowledge of various movements within film history.(4) Become conversant in the social and ideological meanings of film/how it shapes our attitudes about religion, social identities, history, etc.(5) Develop the skills of “close viewing.”(6) Practice writing critical analyses of film.(7) Be fluent in the vocabulary of film techniques and master the ability to integrate such vocabulary into writing. |
| 1. **How does the program relate to the institution’s mission and/or master plan?**
 |
|  *Answer*: The film studies minor contributes to Manhattan College’s mission and core goals in a number of ways: 1. This rigorous course of study supports the college’s focus on academic excellence. The interdisciplinary nature of the program also will allow students to make connections among courses taken in a variety of departments. 2. Because of the vast opportunities to study/access film and film archives in NYC, the program directly addresses two overlapping goals expressed in the college’s strategic plan: to take advantage of the city as a classroom and to integrate learning and living experiences. 3. The program might also help with retention—another goal on the strategic plan—as many students transfer out because they want to study film. |
| 1. **Describe the role of faculty in the program’s design.**
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| *Answer*: The program is highly interdisciplinary, a point reflected in the Steering Committee, which represents faculty from Communication, English, Modern Languages & Literatures, and Philosophy. All chairs in the School of Arts were consulted about contributing courses to the minor. |
| 1. **Describe the input by external partners, if any (e.g., employers and institutions offering further education).**
 |
| *Answer*: N/A |
| 1. **What are the anticipated Year 1 *through* Year 5 enrollments?**
 |
| *Answer*: In the 2012-2013 academic year, 190 students were enrolled in courses that will count towards the minor (101 in Fall 2012 and 89 in Spring 2013). These numbers will likely grow, since currently several courses that will later count towards the minor (e.g., ENGL255 & ENGL256) are free electives/don’t count towards fulfilling any requirements. Eligible courses will enroll an estimate of 200 total students per academic year. A considerable number of students from these courses will be candidates for the minor. |
| 1. **Sample Program Schedule**
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| Complete **Table 1a** (for [undergraduate](#Undergrad_1a) programs) or **Table 1b** (for [graduate](#Grad_1b) programs).* If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.
* For existing courses that are a part of the major, submit a copy of the catalog description. For undergraduate programs, **provide syllabi for all new courses in the major**; for graduate programs, provide syllabi for all new courses. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.
 |
| 1. **Faculty**
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| 1. **Complete the faculty tables** that describe [full-time faculty](#FTfaculty) (**Table 2**), [part-time faculty](#PTfaculty) (**Table 3**), and [faculty to be hired](#FacultyTBH) (**Table 4**), as applicable. Faculty curricula vitae should be provided only by request.
 |
| 1. **What is the institution’s definition of “full-time” faculty?**
 |
| *Answer*: Full-time faculty members carry a 3-3 or 3-4 load. |
| 1. **Financial Resources and Instructional Facilities**
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| 1. **Summarize** the instructional facilities and equipment committed to ensure the success of the program.
 |
| *Answer*: Faculty teaching in the minor have access to the Rodriguez Room, which has a sophisticated projector and screen; faculty can also request new Smart Classrooms to ensure the ability to analyze film images effectively. (See also #5 below for further information on facilities.) Courses related to production will take advantage of equipment (cameras, video-editing software, etc.) owned by the Communication and Fine Arts departments.  |
| 1. Complete the [new resources table](#Resources_5) (**Table 5**).
 |
| 1. **Library Resources**
 |
| 1. **Summarize the analysis of library resources** ***for this program*** by the collection librarian and program faculty. Include an **assessment of existing library resources** and their accessibility to students.
 |
| *Answer*: The library’s collection of DVDs and books related to cinema studies needs to be built up, but it continues to grow each semester. Point people in English (Dr. Meg Toth) and Fine Arts (Dr. Mark Pottinger) work together to send recommendations to the library about film and book titles to be purchased. All items are accessible to students, excepting DVDs or books that might be on reserve any given semester. Recently, the library has made an effort to purchase e-books instead of physical copies so that they are always available. Another valuable library resource is the Multi-Media Classroom 104, which can be reserved by faculty teaching in the program for screening purposes. |
| 1. **Describe the institution’s response to identified needs and its plan for library development**.
 |
| *Answer*: All requests for DVD purchases are met in a timely manner by the library. Dr. Toth and Dr. Pottinger will continue to work together to build the collection of book titles; a system is already in place for doing so, as the library sends out Library of Congress cards that we evaluate on a regular basis. |
| 1. **Admissions**
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| 1. **List all *program* admission requirements** (or note if identical to the institution’s admission requirements).
 |
| *Answer*: |
| 1. **Describe the process for evaluating exceptions to those requirements**.
 |
| *Answer*: |
| 1. **How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?**
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| *Answer*: |
| 1. **Academic Support Services**
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| **Summarize the academic support services available** to help students succeed in the program. |
| *Answer*: |
| 1. **External Review of Graduate Degree Programs**
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| **If the proposal is a graduate degree program below the doctoral level**, submit a copy of an evaluation([Word](http://www.highered.nysed.gov/ocue/documents/evalform.doc)) ([PDF](http://www.highered.nysed.gov/ocue/documents/evalform.pdf))of the program by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution’s response to the evaluation and highlight how the proposal was modified in response to the reviewer’s comments. |
| 1. **Credit for Experience**
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| **If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.** |
| *Answer*: N/A |
| Items 10 through 12 are for general academic and professional licensure program proposals only. |
| 1. **Program Assessment and Improvement**
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| **Summarize the plan for periodic evaluation of the new program, including the use of data to inform program improvement.** |
| *Answer*: Most courses in the minor are already being assessed by individual faculty and departments. Once the program has been in place for three years, the Faculty Coordinator and Steering Committee will assess the efficacy of the minor as a whole. |
| 1. **New/Emerging Field and Allied Health Areas (Undergraduate Degree Programs)**
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| **If the proposal for an undergraduate degree program falls into any of the following categories,** submit a copy of an **evaluation** ([Word](http://www.highered.nysed.gov/ocue/documents/evalform.doc)) ([PDF](http://www.highered.nysed.gov/ocue/documents/evalform.pdf)) of the program by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution’s response to the evaluation and highlight how the proposal was modified in response to the reviewer’s comments. Categories:* + The program’s subject matter represents a new or emerging field.
	+ The program is in an [allied health area](http://www.highered.nysed.gov/ocue/aipr/allied.html), unless the institution can demonstrate that the program is accredited by an accrediting body for college-level programs in the field.
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| 1. **Transfer to Baccalaureate Programs**
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| If the program will be **promoted as preparing students for transfer to a baccalaureate program**, provide a copy of an articulation agreement with at least one institution. |

**Table 1a:**  **Undergraduate Program Schedule**

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| * Indicate **academic calendar** type: \_X\_Semester \_\_Quarter \_\_Trimester \_\_Other (describe)
 |
| * Label each term in sequence, consistent with the institution’s academic calendar (e.g., Fall 1, Spring 1, Fall 2)
* Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.
 |
| **Term: Fall 1** | Check course classification(s) |  | **Term: Fall 3** | Check course classification(s) |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
| ENGL255, Introduction to Film Studies | 3 | X | X |  |  | COMM340, Media Criticism | 3 | X |  |  |  |
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| **Term: Spring 1** | Check course classification(s) | **Term:** | Check course classification(s) |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
| ENGL256, Types of Film Experience  | 3 | X | X |  |  |  |  |  |  |  |  |
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| **Term: Fall 2** | Check course classification(s) | **Term:** | Check course classification(s) |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
| PHIL228, Philosophy and Film | 3 | X |  |  |  |  |  |  |  |  |  |
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| **Term: Spring 2** | Check course classification(s) | **Term:** | Check course classification(s) |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
| ART380, Digital Video: Editing and Production | 3 | X |  |  |  |  |  |  |  |  |  |
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| **Program Totals:** | **Credits:** | **Liberal Arts & Sciences:**  | **Major:** |  **Elective & Other:** |
| **Cr**: credits **LAS**: [liberal arts & sciences](http://www.highered.nysed.gov/ocue/lrp/liberalarts.htm) **Maj**: major requirement **New**: new course **Prerequisite(s)**: list prerequisite(s) for the noted courses |

**Table 1b:**  **Graduate Program Schedule**

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| * Indicate **academic calendar** type: \_\_Semester \_\_Quarter \_\_Trimester \_\_Other (describe)
 |
| * Label each term in sequence, consistent with the institution’s academic calendar (e.g., Fall 1, Spring 1, Fall 2)
* Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.
 |
| **Term:** |  | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| **Term:** | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| **Course Number & Title** | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| **Term:** | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: |  |  | Term credit total: |  |  |
| **Program Totals:** | **Credits:** | Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable: |
| **New**: indicate if new course **Prerequisite(s)**: list prerequisite(s) for the noted courses |

**Table 2:** **Full-Time Faculty**

| Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are **full-time at the institution** and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals. |
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| **Faculty Member Name and Title** (include and identify Program Director) | **Program Courses to be Taught** | **Percent Time to Program** | **Highest and Other Applicable Earned Degrees & Disciplines** (include College/University) | **Additional Qualifications:** list related certifications/ licenses; occupational experience; scholarly contributions, etc. |
| Dr. Meg Toth, Assistant Professor of English & Program Director | ENGL255, Introduction to Film Studies |  | Ph.D., Tufts University |  |
| ENGL 256, Types of Film Experience |
| ENGL 385, Film Narrative |
|  |
| Dr. Sarah Scott, Assistant Professor of Philosophy | PHIL228, Philosophy and Film |  | Ph.D., The New School |  |
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| Dr. Evelyn Scaramella, Assistant Professor of Modern Languages & Literatures | SPAN303, Spanish Culture through Film |  | Ph.D., Yale University |  |
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| Dr. Samira Hassa, Associate Professor of Modern Languages & Literatures | FREN303, French Culture through Film |  | Ph.D., University of Illinois Urbana |  |
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| Dr. Nevart Wanger, Assistant Professor of Modern Languages & Literatures | ITAL303, Italian Culture through Film |  |  |  |
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| Dr. David Schefferman, Assistant Professor of Religious Studies | RELS376, Religion and the Media |  | Ph.D., University of North Carolina |  |
|  |  |  |  |  |
| Dr. Michael Grabowski, Associate Professor of Communication | COMM308, Studio Television Production |  |  |  |
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| Dr. Thom Gencarelli, Associate Professor of Communication | COMM308, Studio Television Production |  | Ph.D., New York University |  |
| COMM340, Media Criticism |
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**Table 3: Part-Time Faculty**

| Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals. |
| --- |
| **Faculty Member Name and Title** | **Program Courses to be Taught** | **Highest and Other Applicable Earned Degrees & Disciplines** (include College/University) | **Additional Qualifications:** list related certifications/licenses; occupational experience; scholarly contributions, etc. |
| Prof. Gautam Kansara, Adjunct in Fine Arts | ART212, Art of Digital Photography | M.A., Art in New Media, NYU/International Center of Photography |  |
| ART380, Digital Video Art: Editing and Production |
| ART390, Digital Audio Recording and Editing |
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| Erik Mintz, Adjunct in Communication | COMM316, Scriptwriting | B.A. in Journalism, University of Rhode Island |  |
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**Table 4: Faculty to be Hired**

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| If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications. |
| **Title/Rank of Position** | **No. of New Positions** | **Minimum Qualifications** (including degree and discipline area) | **F/T or P/T** | **Percent Time to Program** | **Expected Course Assignments** | **Expected Hiring Date** |
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######  Table 5: New Resources

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| List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.  |
| **New Expenditures** | **Year 1** | **Year 2** | **Year 3** |
| Personnel |  |  |  |
| Library |  |  |  |
| Equipment |  |  |  |
| Laboratories |  |  |  |
| Supplies & Expenses (Other Than Personal Service) |  |  |  |
| Capital Expenditures |  |  |  |
| Other |  |  |  |
| **Total all** |  |  |  |

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| **Completing Your Application**This completes the application for a general academic program. If the Department responds to an application with a request for more information, action on the application stops; the review will continue only after the requested information is received. Complete applications submitted in the interim may take priority.Proposals for programs that prepare certified teachers, certified educational leaders, or licensed professionals may require supplemental information; for guidance, visit the Web sites indicated below or contact the appropriate Department office.**General academic, teacher preparation, and educational leadership preparation programs:**New York State Education DepartmentOffice of Higher EducationOffice of College and University Evaluation 89 Washington AvenueAlbany, NY 12234(518) 474-2593 Fax: (518) 486-2779ocueinfo@mail.nysed.gov[www.highered.nysed.gov/ocue/](http://www.highered.nysed.gov/ocue/)**Programs that prepare licensed professionals:** New York State Education DepartmentOffice of the ProfessionsProfessional Education Program Review89 Washington AvenueAlbany, NY 12234(518) 474-3817, extension 360 Fax: (518) 473-0114opprogs@mail.nysed.gov[www.op.nysed.gov](http://www.op.nysed.gov/) |
| Under certain circumstances, proposed programs may require amendment of the institution’s master plan and/or charter or certificate of incorporation, in addition to program registration.**Master Plan Amendments**Approval of a [master plan amendment](http://www.highered.nysed.gov/ocue/aipr/mpainfo.html) is required when the institution seeks initial authorization to award a degree; offers its first program at a new level of study; establishes a branch campus or inter-institutional program; or establishes at each degree level its first program in each of the 10 general disciplinary areas. **Charter Amendments and Similar Authorizations**The Board of Regents incorporates independent, not-for-profit colleges and universities by issuing a charter, which defines the institution’s legal authority and the location and scope of its programs of study and the degrees it may award. Charter amendments may be needed for such actions as initial authority to award degrees; new degree titles, including degrees at new levels; change of location or establishment of a branch campus; and operation beyond the specified limitations in the existing charter. A proposal for registration from a proprietary college may require amendment of the college’s [certificate of incorporation](http://www.dos.state.ny.us/corp/filing.html) on file with the Department of State. Such amendments require the [consent](http://www.counsel.nysed.gov/consents.html) of the Commissioner of Education.More information about [charter amendments](http://www.highered.nysed.gov/ocue/aipr/cainfo.html) and similar authorizations is available online. |

June 2009

1. CUNY and SUNY institutions: contact System Administration for program registration guidance. [↑](#footnote-ref-1)
2. If the partner institution is non-degree-granting, see [CEO Memo 94-04](http://www.highered.nysed.gov/ocue/lrp/ceomemorandum.htm). [↑](#footnote-ref-2)