

State Authorization & Distance Education (NC-SARA)

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Manhattan University participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA) through the New York State Education Department (NYSED), its designated SARA State Portal Entity.

SARA governs the interstate delivery of distance education and certain out-of-state supervised field experiences. SARA does not supersede state professional licensure requirements and does not apply to purely on-ground instruction delivered in New York State.

Student Location

SARA authorization is based on a student's physical location at the time distance education is delivered.

Students must notify the University of any change in physical location during enrollment. A change in location may require review of:

- State authorization applicability; and/or
- Professional licensure disclosure obligations.

Distance Education Complaint Process (SARA)

Students enrolled in distance education programs who are physically located outside New York State at the time instruction is delivered and who wish to file a consumer-protection complaint must follow the process below.

Step 1: File a Complaint with Manhattan University

Students must first attempt to resolve concerns through the University's internal complaint procedures.

To initiate a complaint, submit a written complaint to:

Designated Office — Office of the Provost

Email: provost@manhattan.edu

Phone: 718-862-7303

Mailing Address:

Provost

4513 Manhattan College Parkway

Riverdale, NY 10471

Complaints should include:

- Student name and contact information
- Program of study
- Description of the issue
- Relevant dates and supporting documentation

The University will review and respond in accordance with its internal grievance procedures.

SARA policies do not apply to complaints related to grades, academic integrity determinations, or student conduct violations. Those matters are governed by the University's academic and student conduct policies.

Step 2: Appeal to NYSED (If Unresolved)

If a complaint related to distance education delivered under SARA is not resolved through the University's internal procedures, the student may appeal the institutional decision to:

New York State Education Department (NYSED)

SARA State Portal Entity

A complaint must be filed within **two (2) years** of the incident giving rise to the complaint.

NYSED SARA Complaint Process:

<https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process>

NC-SARA Student Complaint Information:

<https://www.nc-sara.org/sara-student-complaints> (<https://www.nc-sara.org/sara-student-complaints-0/>)

Professional Licensure Disclosure

Certain Manhattan University programs are designed to lead to professional licensure or certification.

In accordance with federal regulation (34 CFR § 668.43), Manhattan University publishes state-by-state determinations indicating whether completion of a licensure program:

- Meets the educational requirements for licensure;
- Does not meet the educational requirements; or
- Has not been determined to meet the educational requirements.

These determinations are published on the University's **Professional Licensure Disclosure** webpage (<https://inside.manhattan.edu/offices/compliance/professional-licensure-disclosure.php>).

If a program does not meet, or has not been determined to meet, the educational requirements for licensure in a student's state of residence, the University will provide direct written disclosure prior to enrollment or continuation in the program.

Professional licensure requirements vary by state and may include additional examinations, supervised experience, or state-specific coursework beyond educational requirements.

Visit the Professional Licensure Disclosure Page (<https://inside.manhattan.edu/offices/compliance/professional-licensure-disclosure.php>)

Contact

Questions regarding state authorization, distance education, or professional licensure disclosures may be directed to:

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Email: provost@manhattan.edu