

Safeguarding Student Records in the Event of University Closure

Student records are backed up nightly and sent to two offsite storage locations for safe keeping in event of emergency.

In the event of institutional closure, Fitchburg State University will, at a minimum, observe the procedures stated in the New England Association of Schools and Institutions (NEASC) document entitled, "Considerations When Closing an Institution of Higher Education" available at [www.https://cihe.neasc.org](https://cihe.neasc.org) as well as the closure guidelines of the Massachusetts Department of Higher Education for Independent schools available at <http://www.mass.edu/foradmin/closures/home.asp>, including the identification of a back-up or other entity to safeguard student records in such a case.

Both the Massachusetts Department of Higher Education and NEASC post information about obtaining access to records from closed institutions on their websites at <http://www.mass.edu/forstufam/diplomas/closedinst.asp> <https://cihe.neasc.org/information-public/merged-closed-or-previously-accredited-institutions> respectively.

In the event that Fitchburg State University decides to discontinue a program before all enrolled students have completed their program of study, the University will implement a teach-out plan in accordance with the requirements of its accreditor, NEASC. NEASC's policy on Teach-Out Plans and Teach-Out Agreements is posted at [https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp13a-Teach Out Plans And Agreements Policy.pdf](https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp13a-Teach_Out_Plans_And_Agreements_Policy.pdf)