



University Crossing  
220 Pawtucket Street, Suite 480  
Lowell, MA 01854-3573  
tel: 978-934-2168

OFFICE OF THE PROVOST

February 19, 2019

Mr. Alex Nally  
Massachusetts Department of Higher Education  
General Counsel Unit  
One Ashburton Place  
Room 1401  
Boston, MA 02108

Dear Mr. Nally,

In the event of institutional closure, University of Massachusetts Lowell will, at a minimum, observe the procedures stated in the New England Commission of Higher Education guidelines titled *Considerations When Closing an Institution of Higher Education* found on the NECHE website <https://www.neche.org/> at [https://4bmotk38mj22405pxk3whsd3-wpengine.netdna-ssl.com/wp-content/uploads/2018/12/Pp13-Considerations When Closing an Institution of Higher Education.pdf](https://4bmotk38mj22405pxk3whsd3-wpengine.netdna-ssl.com/wp-content/uploads/2018/12/Pp13-Considerations%20When%20Closing%20an%20Institution%20of%20Higher%20Education.pdf) as well as the closure guidelines outlined by the Massachusetts Department of Higher Education available at <http://www.mass.edu/foradmin/closures/home.asp> and will include the identification of a back-up institution or other entity to safeguard student records in such a case.

Both NECHE and the Massachusetts Department of Higher Education post information on their websites about obtaining access to student records for institutions that have closed. That information can be found here <https://www.neche.org/for-the-public/merged-closed-or-previously-accredited/> and here <http://www.mass.edu/forstufam/diplomas/closedinst.asp>.

In the event that University of Massachusetts Lowell 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 NECHE. The NECHE policy on teach-out plans, titled *Policy on Teach-Out Plans and Teach-Out Agreements*, is posted on the NECHE website <https://www.neche.org/>.

Sincerely,

Michael E. Vayda, Ph.D.  
Provost and Vice Chancellor for Academic Affairs

cc: Nancy Ludwig, Associate Dean of Online and Continuing Education for Administration, Finance and Enrollment Management