

OFFICE OF THE PRESIDENT

January 3, 2022

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, Westfield State 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 https://www.neche.org/wp-content/uploads/2018/12/Pp13-Considerations_When_Closing_an_Institution_of_Higher_Education.pdf 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> and <https://cihe.neasc.org/information-public/mergedclosed-or-previously-accredited-institutions> respectively.

In the event that Westfield 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://www.neche.org/wp-content/uploads/2018/12/PP13a-Teach-Out-Plans-and-Agreements.pdf>.

Sincerely,



Linda Thompson, DrPH, MPH, RN, FAAN
President

The Horace Mann Center (413) 572-5201
333 Western Avenue (413) 579-3030 (f)
P.O. Box 1630 westfield.ma.edu
Westfield, MA 01086-1630