

SAFEGUARDING STUDENT RECORDS **(IN THE EVENT OF COLLEGE CLOSURE)**

Student records are backed up nightly to two different on-site locations, and one off-site cloud location. Imaged records are stored by a hosted service.

In the event of institutional closure, Holyoke Community College would make arrangements for the filing and maintenance of academic records with the Massachusetts Department of Higher Education [according to guidelines](#) at One Ashburton Place, Room 1401, Boston, MA 02108-1696, 617.994.6950. In addition, the college's accreditor, the New England Commission of Higher Education, Inc. (NECHE), would be notified about the filing and maintenance of academic records. NECHE's document entitled "[Considerations When Closing an Institution of Higher Education](#)" would be observed.

Both the [Massachusetts Department of Higher Education](#) and [NECHE](#) post information about obtaining access to records from closed institutions online.

In the event that Holyoke Community College decides to discontinue a program before all enrolled students have completed their program of study, the college will implement a teach-out plan in accordance with the requirements of its accreditor, NECHE. View [NECHE's policy on Teach-Out Plans and Teach-Out Agreements](#).