



May 8, 2019

Vermont State Board of Education
Via e-mail to Emily.Simmons@vermont.gov

Re: Custody of Student Academic Records from Southern Vermont College

To the Vermont State Board of Education:

Southern Vermont College (SVC) has reached an agreement with the Massachusetts College of Liberal Arts (MCLA) through which MCLA will take custody of student academic records (i.e., student transcripts) from SVC and its predecessor institutions upon SVC's closure at the end of the 2018-2019 academic year. Through this letter, SVC requests respectfully that the Board designate MCLA to act as the permanent repository of such records.

As part of this agreement, SVC will provide MCLA with all SVC and predecessor institutions' student transcripts electronically in machine-readable and searchable format (searchable PDF) on two separate portable hard drives, one to serve as permanent master and backup. These records will be completed, certified, and delivered by May 24, 2019. SVC will also provide MCLA with paper copies of transcripts through 1994 to serve as backup, including the file cabinets containing them, along with a historic archive of SVC and predecessor institutions' academic catalogs.

In addition, SVC will provide MCLA with all records required by the Veterans' Administration to be retained for three years after each veteran's enrollment electronically in machine-readable and searchable format. These records will be limited to those related to veteran students who were enrolled at SVC during the preceding three-year period.

MCLA has agreed to accept custody of the above-referenced student records in compliance with all applicable state and federal regulations and laws and accreditation policies, and will maintain such records in perpetuity. MCLA will make SVC student transcripts available according to established MCLA transcript-request policies as may be revised from time to time, and will permanently indicate on the website of the MCLA Registrar the availability of SVC student transcripts. MCLA will also maintain physical backup copies of SVC transcripts through 1994 for a period of not less than ten (10) years from the date of transfer, and will cooperate with accreditors, state regulators, and other appropriate parties in the maintenance of SVC student records and notification of their custody.

As part of the process of planning for the College's closure, SVC's administration took great care in determining the optimum custodian for its student academic records.

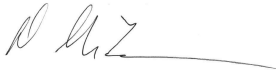
MCLA is an ideal partner in this endeavor because of its close proximity to Bennington, the longstanding excellent relationship between the institutions, and the MCLA administration's willingness to work closely with SVC to ensure a smooth transfer of these critical records. As a state-supported institution, MCLA promises financial stability that ensures durable access to these records for former SVC students. In addition, MCLA is SVC's primary teach-out partner, will enroll a significant proportion of SVC's current students, and has recently been approved to take over SVC's JRCERT-accredited baccalaureate program in radiologic sciences in its entirety, including all associated records.

SVC will ensure that an announcement concerning this agreement is made on all College social media accounts, and will direct former students to MCLA on the SVC institutional website for as long as it endures. SVC will also ensure that the appropriate state agencies in Vermont are apprised of the agreement to ensure that they can guide former students appropriately. Finally, as noted above, MCLA agrees to publicize ongoing availability of SVC student records on its institutional website as well.

Please let me know if I can provide any additional information to support this request.

Thank you very much for your assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. Evans", followed by a horizontal line extending to the right.

David R. Evans, Ph.D., President