

**Part A: Letter of Intent to Close**

**Date: May 12, 2020**

**To:** Vermont Agency of Education, Educator Quality Division  
Vermont Standards Board for Professional Educators  
219 N. Main Street, Suite 402  
Barre, VT 05641

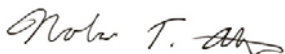
**From:**

Nolan Atkins, Provost  
Northern Vermont University-Lyndon  
1001 College Road  
Lyndonville, VT 05851

Dear Vermont Standards Board for Professional Educators,

This letter is to inform you of our intent to close the Graduate (Post-bac) Elementary Education Program (grades K – 6) at Northern Vermont University-Lyndon (formerly Lyndon State College). The program currently has one student enrolled for licensure. Norma Twombly (former Graduate Department Chair), along with Dr. Nolan Atkins (Provost) will be responsible for managing the closing process on behalf of the institution.

We will no longer enroll students into the program and since September 2019 all prospective student inquiries have been referred to Northern Vermont University-Johnson. We also acknowledge that we will not reopen the program without approval from ROPA and the VSBPE, and that we will continue to adhere to Title II HEA reporting responsibilities going forward.



\_\_\_\_\_  
Signature of Provost, NVU (Dr. Nolan Atkins)

May 12, 2020

\_\_\_\_\_  
Date

Norma Twombly

\_\_\_\_\_  
Signature of former Chair, Graduate Education (Norma Twombly)

May 12, 2020

\_\_\_\_\_  
Date

The following Teach-Out Plan was designed to close the Graduate (Post-bac) Education Licensure Program (K – 6) at Northern Vermont University-Lyndon (formerly Lyndon State College). The program currently has one student enrolled in the K – 6 endorsement area. Norma Twombly (former Graduate Program Chair), along with Dr. Nolan Atkins (Provost) will be responsible for managing the closing process on behalf of the institution.

Timeline for informing candidates of the closed program:

- Spring 2020 semester - student was informed that the program would be taught out, and that she would be supported in continuing and completing her program as started.
- May 2020 - a program plan was developed by Norma Twombly and shared with the student.
- May 2020 – student acknowledged her individual Teach-Out Plan by email and was emailed a copy of the plan on May 12, 2020.

The individual Teach-Out Plan is attached. The plan details when she is expected to complete all licensure requirements, including Praxis and the Vermont Licensure Portfolio.

If the student is unable to complete the requirements by the given time frame, she will be given one additional semester to complete requirements. After that she will lose eligibility to be recommended for licensure from Northern Vermont University – Lyndon. Students in this situation will be redirected to Peer Review.

Northern Vermont University- Lyndon will cease recommending students for the Graduate (Post- Bac) Program Elementary Education endorsement after October 1, 2021. A copy of this plan has been sent to the Registrar's Office.

**REMAINING REQUIREMENTS FOR Graduate (Post-Bac) licensure in Elementary Education (K – 6):**

**Summer 2020**

EDU-6540/(PSY-3020 Ed Psych) Advanced Studies in Learning Theory (3)  
EDU-5350/PSY-3050 Child Development (3)

**Fall 2020**

EDU-5310/(EDU-3540 Teaching Literacy in the Elem Classroom) Reading and Language Arts (3)  
EDU-5710/EDU-2120 Children with Disabilities (3)

**Spring 2021**

EDU-5020/EDU-3750 Literature for Children (3)  
EDU-6850 Elementary Teaching Internship (6)

**Fall 2021**

Completion of Licensure Portfolio no later than December 31, 2021. **Amended on June 16, 2020 for a completion date of August 1, 2021.**

**Additional Licensure Requirements:**

- Pass Praxis Core: Deadline for passing scores December 31, 2021: **Amended on June 16, 2020 to Passed**
- Pass Praxis II: Deadline for passing scores December 31, 2021: **Amended on June 16, 2020 to a Deadline of August 1, 2021.**
- A cumulative grade point average of 3.0 with no grade below a “B”.

**The last date NVU-Lyndon will be able to recommend this candidate for licensure will be October 1, 2021. (Additional amendment added on June 16, 2020.)**

By signing below, I acknowledge that I have communicated with my advisor and am aware that the Graduate (Post-Bac) Elementary Education Licensure program is being taught out at NVU-Lyndon. I agree to follow the program plan of study above in order to successfully complete my coursework and requirements for licensure. I also acknowledge that my continuation in the program rests on my meeting the requirements above.

Ashley Cook  
Student Signature

May 12, 2020 Updated June 16, 2020  
Date

Norma Twombly  
Advisor/Faculty Signature

May 12, 2020 Updated June 16, 2020  
Date