



## Misrepresentation Policy

Valley College commits all students, faculty, staff and administrators to uphold the highest standards of integrity. In fact, the first value of Valley College's Values as printed in the Valley College Student Catalog and Valley College Employee Handbook is Integrity. We are committed to honest practices, communications and relationships that honor each other and our students.

This statement addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.75, Federal Register Pages: 66913, 66958-66960 Regarding the Prohibition of Misrepresentation to Students and Others at Valley College. Valley College is prohibited under federal regulations from making any false, erroneous, or misleading statements directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statements includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

**Procedure: Valley College** strives to provide accurate, honest and clear information in print, online, broadcast media and oral presentations. The college will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. Training of employees to avoid any form of misrepresentation as they disseminate communications is a key component of this procedure.

1. The Vice President of Compliance and Strategic Communications is responsible for the training of personnel under his/her supervision regarding misrepresentation of admissions requirements and other college information.
2. The Director of Financial Aid is responsible for the training of personnel under his/her supervision regarding misrepresentation of college financial aid information.
3. The Director of Career Services is responsible for the training of Career Services personnel under his/her supervision regarding misrepresentation of college career service and placement information.
4. Campus Directors and Director, Online Division are responsible for general training of all faculty and staff at their campus regarding misrepresentation of general information pertaining to the college and more specifically admissions, financial aid, placement and academic information.
5. The Interim Provost and Vice President of Academic Affairs is responsible for the training of Campus Directors, the Director, Online Division and administrative staff under their supervision regarding the misrepresentation of the nature of educational programs.
6. The Director, Business Office Operations and Human Resources is responsible for training the Business Office staff members regarding misrepresentation of the college information.

### **Disciplinary Action**

Any violation of this directive will be taken seriously and Valley College will ensure that it is not repeated. Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.