



610 POLICY – Misrepresentation

610.1 Statement of Policy

Redlands Community College is prohibited under federal regulations (34 CFR 668.71, 668.72, 668.73, 668.74, CDL GEN-11-05) from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, general public, accrediting agency, state agency, or to the U.S. Department of Education.

Redlands Community College strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. Redlands Community College will not provide any false, erroneous, or misleading statements to a student, prospective student, general public, accrediting agency, state agency or to the U.S. Department of Education. Redlands Community College maintains these fiscal records and disbursement requirements for Federal Pell Grants.

A misleading statement 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.

The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2017



610 PROCEDURE – Misrepresentation

610.1:1 Statement of Procedure

Misrepresentation is defined as any false, erroneous or misleading statement made by an institution or one of its representatives directly or indirectly to a student, prospective student, family of either, accrediting agency, state agency, any members of the public, or the U.S. Department of Education. This includes the dissemination of a student endorsement or testimonial given under duress or because the institution required the student to provide the endorsement 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 regulatory provisions describe misrepresentation by Redlands Community College, one of its representatives, or other related parties with respect to:

- The nature of an institution's educational programs
- The nature of an institution's financial charges
- The employability of an institution's graduates
- Relationship with the U.S. Department of Education.

A Title IV eligible institution, its representatives, or any organization or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the Title IV, Higher Education Act programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

Redlands Community College prohibits the use of statements that tend to misrepresent the academic programs or related admissions and financial aid procedures.

The Director of Public Communications and Marketing is responsible ensuring all promotional materials, print and electronic advertisements, videos and other marketing materials are accurate, honest and clear. Electronic copies of all materials will be archived in the Office of Public Communications and Marketing.

The President is responsible for the training of employees under his/her supervision regarding misrepresentation of the following areas:

- admissions requirements
- accreditation status
- transfer of course credits



- requirements for successfully completing the course of study or program
- the institution's size, location, facilities or equipment
- programs as they relate to employability
- the number, availability and qualifications, including the training and experience, of faculty
- availability of tutorial or specialized instruction, guidance and counseling
- nature or extent of any prerequisites established for enrollment
- degree, diploma, certificate of completion that the student is awarded up on completion of the course of study
- placement or employment services
- knowledge about current or likely future employment conditions, compensation, or opportunities

The Executive Vice President of Campus Administration and Finance and the Director of Financial Aid is responsible for the training of employees under their supervision regarding misrepresentation of the following areas:

- financial assistance including financial aid, scholarships, loans
- tuition and fees
- refunds if a student does not complete a program.

610.1:2 Disciplinary Action

Any violation of this policy will be taken seriously and Redlands Community College will ensure that it is not repeated. Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Office of Human Resources and maintained in the employee's personnel file. Any Redlands Community College employee who violates this policy may be subject to disciplinary action up to and including termination. Concerns about possible misrepresentation may be reported to the President or the Executive Vice President of Campus Administration and Finance.

610.1:3 Federal Regulation

This policy was created and is maintained to be in compliance with Federal regulation 34CFR 668.71, 668.72, 668.73, 668.74.

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