

# Misrepresentation Policy

Coastal Alabama Community College is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency or to the Department of Education. Misleading statements include any statement that has a 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 in participation 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

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.

The Communications and Marketing Department maintains electronic copies of all promotional materials, including quotes and statements made by College personnel.

The Dean of Enrollment Management is responsible for the training of personnel under the Dean's supervision regarding misrepresentation of admissions requirements and other College information.

The Financial Aid Director is responsible for the training of personnel under the Director's supervision regarding misrepresentation of College financial aid information.

## Disciplinary Action

Any violation of this directive will be taken seriously and acted on swiftly by the College.

Any employee's conduct resulting in disciplinary actions from deliberate misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.