

Misrepresentation Policy

Orion College commits all students, faculty, staff and administrators to uphold the highest standards of integrity. In fact, "Trust" is a primary value as printed in the Orion College Student Catalog.

We are committed to honest practices, communications and relationships that honor each other and our students. This statement addresses the Prohibition of Misrepresentation to Students and Others at Orion College.

Misrepresentation is defined as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the U.S Department of Education. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

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.

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.

Orion College employees and its representatives will hold themselves to the highest levels of integrity and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the U.S. Department of Education. Factual information is presented to prospective students and families regarding educational programs, financial charges, and the employability of its graduates. Student endorsements or testimonials are given voluntarily and under no duress.

Procedure: Orion College strives to provide accurate, honest and clear information in print, online, through 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.

- The Director of Admissions is responsible for the training of personnel under his/her supervision regarding misrepresentation of admissions requirements and other college information.

- The Director of Financial Aid is responsible for the training of personnel under his/her supervision regarding misrepresentation of college financial aid information.
- The Vice Presidents are responsible for the training of Career Service personnel under his/her supervision regarding misrepresentation of college career service and placement information.
- The Dean of Academics is responsible for the training of academic staff under his/her supervision regarding the misrepresentation of the nature of educational programs.
- The Campus President and Vice Presidents 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.

Disciplinary Action

Any violation of this directive will be taken seriously and Orion 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. A repeated infraction may result in disciplinary action up to and including employee termination.