



Information Dissemination & Misrepresentation Policy

Effective Date: Updated 2019

Offices:

Office of Admission, Financial Aid,
Registrar, Accreditation, Residence Life, IT
and Academic Affairs

PURPOSE: This section should include reason or rationale for the policy.

This policy addresses requirements of 34 CFR § 668.71 through 668.74 regarding the prohibition of misrepresentation to students and others at the University of Indianapolis.

**REFERENCE DOCUMENTS/
RELATED INFORMATION:** List
any other policies or information
that should be cross referenced.

SCOPE: Who is affected by this policy or needs to read it?

Prospective Students, Students, Faculty & Staff

POLICY STATEMENT: State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated in a Procedures section.

University of Indianapolis Contacts for Information Dissemination

The University of Indianapolis (“UIndy”) is required to designate an employee or department to assist enrolled or prospective students in obtaining pertinent information related to academic programs, school policies/procedures, enrollment statistics, retention statistics, graduation rates, demographic data related to the student population, campus safety and summary of financial information and financial aid information. Information may be obtained from the following offices or by contacting the Office of the Provost at 317-788-3212:

- Admissions Information: Admissions Office at 317-788-3216
- Financial Assistance Information: Financial Aid Office at 317-788-3217
- Institutional Information: Office of the Registrar at 317-788-3219
- Accreditation Information: Office of Accreditation at 317-788-3390
- Residence Life and Student Affairs: Office of Student Affairs at 317-788-3530
- IT Technical Support: Help Desk at 317-788-3318

The full UIndy employee directory is available at <https://my.uindy.edu>.

Misrepresentation Policy and Definition of Terms

This statement addresses requirements of 34 CFR § 668.71 through 668.74 regarding the prohibition of misrepresentation to students and others at the University of Indianapolis. The provisions of 20 USC §1094(c)(3) establish an express prohibition on misrepresentation of various matters within three specific areas. Those three areas include:

- The nature of UIndy’s educational programs.
- The nature of UIndy’s financial charges.
- The employability of UIndy’s graduates.

Misrepresentation is defined as a false, incorrect, or misleading statement made directly to a student, prospective student, any member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to mislead. Misrepresentation includes any statement that omits information in such a way as to make the statement false, erroneous, or misleading. Thus, a statement may still be misleading, even if it is true on its face.

A statement is any communication made in writing, visually, orally, or through other means. This definition applies to statements made by UIndy, UIndy’s representatives, or any institution, organization, or person with whom UIndy has an agreement to provide educational programs or

those that provide marketing, advertising, recruiting, or admissions services (individually “Related Party”, collectively “Related Parties”).

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because UIndy required the student to make such an endorsement or testimonial to participate in a program.

UIndy, one of its representatives, or a Related Party engages in substantial misrepresentation when it does so about the nature of its educational program, its financial charges, or the employability of its graduates. Substantial misrepresentation is defined as 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. Substantial misrepresentations are prohibited in all forms, including those made in any advertising or promotional materials or in the marketing or sale of courses or programs of instruction offered by UIndy. UIndy is responsible for the harm caused by its misrepresentations, even if such misrepresentations cannot be attributed to institutional intent or knowledge and are the result of inadvertent or innocent mistakes.

Procedure

UIndy strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. UIndy will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. All misrepresentations should be avoided; however, this procedure specifically applies to the three areas stated above pursuant to 20 USC § 1094(c) (3). To enable compliance with this policy, each department is encouraged to work with the Communications and Marketing department in the creation of all materials. Each department should maintain archival copies, preferably in electronic form, of all promotional materials, including quotes and statements made by college personnel. Directors of operational units are responsible for the training of personnel regarding misrepresentation of information about UIndy or its programs or services.

Reporting

Concerns about possible misrepresentation may be reported to Executive Vice President and Provost Dr. Stephen H. Kolison, Jr. at kolisons@uindy.edu or 317-788-3212.

Enforcement

UIndy considers violations of this policy to be serious offenses. In the event of a violation, UIndy will work with the Human Resources Department to take appropriate disciplinary action based on the totality of circumstances, including but not limited to the nature and extent of any violation, to ensure that violations are not repeated.