

Code of Conduct

Financial Aid Office

The NMCC Financial Aid Department and all members working within ascribe to the highest standards of integrity and ethical conduct. As such, the department has developed a personal Code of Conduct to help guide and inform our behavior. This Code is in addition to the members' strict adherence to all applicable laws, policies, and procedures and the acceptance of professional standards of good conduct. We invite you to review our Code and welcome your comments.

Any individual perceiving a violation of these standards is encouraged to report said violation to the NMCC Dean of Students, Northern Maine Community College, 33 Edgemont Drive, Presque Isle, ME 04769. Tel. 207-768-2700.

NMCC Financial Aid Office Code of Conduct

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

- Maintain the highest level of professionalism, reflecting commitment to the goals of the National Association of Student Financial Aid Administrators.