# 07.02.99.C0.01 Ethics Training for Staff Involved in Financial Assistance

Revised: November 27, 2023
Next Scheduled Review: November 27, 2028
Revision History

## Procedure Summary

Texas A&M University System policy *07.02, Texas Higher Education Fair Lending Practices* requires member universities to adopt procedures to avoid conflicts of interest in the conduct of financial aid programs. This requirement includes annual training concerning Texas Higher Education Fair Lending Practices and Texas ethics laws relating to state employment. This procedure addresses the required training and code of conduct for the Office of Student Financial Assistance.

## Procedure

1. GENERAL

   To address the requirement of system policy *07.02, Texas Higher Education Fair Lending Practices*, Texas A&M University-Corpus Christi (TAMU-CC) requires all employees of the university involved in financial aid programs to have annual training that focuses on ethical practice in financial aid and instructs the employee in the specifics of the system policies *07.01, Ethics* and *07.02, Texas Higher Education Fair Lending Practices*.

2. CODE OF CONDUCT

   2.1. TAMU-CC and the Office of Student Financial Assistance are committed to conducting business in an ethical manner and with the highest level of integrity. To this end, the office adheres to the system policies *07.01, Ethics* and *07.02, Texas Higher Education Fair Lending Practices*. In addition, as a member of the National Association of Student Financial Aid Administrators (NASFAA), the office complies with their Statement of Ethical Principles and Code of Conduct. As part of the office's commitment, all employees of the Office of Student Financial Assistance receive training on an annual basis regarding the code of conduct.

2.2. Failure to adhere to these standards may result in university disciplinary action up to and including termination.

## Related Statutes, Policies, or Requirements

NASFAA Code of Conduct
NASFAA Statement of Ethical Principles
System Policy *07.01, Ethics*
System Policy *07.02, Texas Higher Education Fair Lending Practices*

This procedure supersedes:

- *07.02.01.C1.01, Ethics Training For Staff Involved in Financial Assistance*

## Contact Office

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| Contact for interpretation and clarification: | Office of Student Financial Assistance<br>361.825.2338 |