



About This Policy

Effective Dates:

01-01-2015

Last Updated:

01-01-2015

Responsible University Administrator:

Executive Vice President for University Academic Affairs

Policy Contact:

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University Student Services and Systems

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Scope

Indiana University employees who are members of university or campus financial aid staff.

Policy Statement

Indiana University financial aid staff employees are required to sign the [Indiana University Financial Aid Code of Conduct](#) annually prior to the start of the academic year. The form should be submitted to the campus financial aid directors who will retain the forms as part of their records.

Reason For Policy

Financial aid information is of critical importance to the students of Indiana University as well as to the University's obligations to comply with state and federal law. Financial aid staff are annually required to acknowledge and accept the responsibility to preserve and secure this information and to comply with University policies and the Principles of Ethical Conduct in regard to their work in financial aid.

Procedure

Financial aid directors on each campus shall distribute the [Indiana University Financial Aid Code of Conduct](#) form to their staff for signature prior to the start of each academic year and retain the forms as part of their records.

Sanctions

Violation of the IU Financial Aid Code of Conduct may result in sanctions related to the use of information technology resources (such as suspension or termination of access, or removal of online material) and/or employment (up to and including immediate termination of employment in accordance with applicable university policy); civil or criminal liability; or any combination of these.

History

This policy was established in 2015.

Related Information

[USSS-01 Code of Conduct Related to Student Loan Activities](#)

Related Forms

[Indiana University Financial Aid Code of Conduct](#)