Code of Ethics

Purpose: To establish guidelines that allow the Student Services staff to teach students by example in terms of good leadership, service to others, and citizenship.

Our Commitment: NIC Student Services staff believes that being a part of the college includes following a Code of Ethics. This code, as outlined below, is integral to successful employment in the Student Services division.

Our staff believes that:

- Every person should receive equitable treatment, consideration of their issues, and good service. This comes as a result of fulfilling our duties with integrity, honesty, kindness, and respect for others.

- We should empower students, our co-workers, and our supervisees to problem-solve and advocate for themselves. This comes from pursuing appropriate measures to assist students in understanding policies and processes put in place to support their educational goals.

- We should always accept responsibility and embrace accountability for ourselves personally, and in the work place.

- A commitment to serving others before ourselves while at work is paramount to our success as student services professionals.

- Our attitudes should be positive, and we should always be prepared to solve problems rather than create them. As we work with students and each other, our goal is to reduce the barriers that exist between a person’s current place and their intended goal.

We accept that sometimes we may not succeed in implementing these values and, in such cases, provide the following guidelines:

- If in doubt about the integrity of a decision I’ve made, I will consult my supervisor immediately.

- If in doubt about the integrity of my supervisor’s decision, I will consult first with my supervisor to understand the decision. Should a doubt still exist about my supervisor’s integrity, I will consult with their supervisor.

- If I have a problem with one of my peers, I will go to the peer first before going to a supervisor.