Office of Institutional Effectiveness

Compliance Training








¡Para la gente y el futuro! For the people and the future!



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Mission Statement

Burrell College of Health Sciences educates a diverse osteopathic physician and healthcare workforce committed to improving the quality and access to healthcare in underserved communities.

¡Para la gente y el futuro!
For the people and the future!





Organizational Health

Our organizational health is rooted in professionalism, respect, collaboration, service, and humility. Together, we advance our mission through continuous improvement, effective communication, accountability, and a shared commitment to healthier communities.

ACCREDITATION & COMPLIANCE

- Accredited (10-Years) by the Higher Learning Commission in July 2025.

- Accredited (10-Years) by the Commission on Osteopathic College Accreditation (COCA) in April 2024.

- Licensed as an institution of higher learning through the New Mexico Higher Education Department and the Florida Commission for Independent Education.

- Member of NC-SARA; Distance Education Authorization

- Governance
  - Policies, Standard Operating Procedures, Catalog, Handbooks
  - Regulatory Reporting

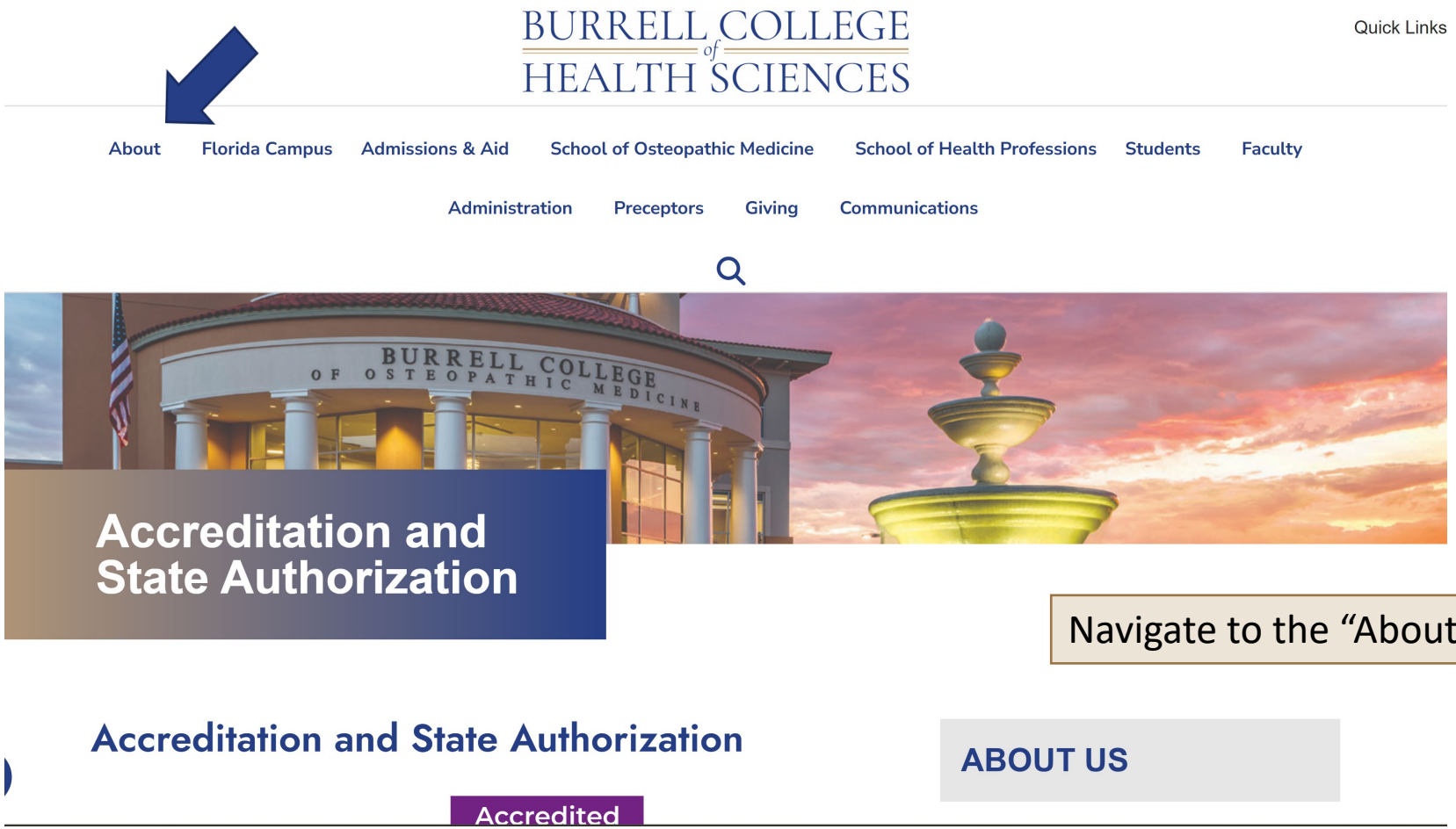
The College received early initial accreditation from the Higher Learning Commission, a ten-year status. The HLC now serves as the College's institutional accreditor, while the COCA transisitions to the programmatic accreditor of the DO degree program. HLC accreditation would enable us to evaluate additional programs. Following a comprehensive site visit in January 2024, the College was granted Accreditation with Exceptional Outcome, a ten-year status by the COCA. More information can be found on our website under the About Burrell Tab.

We are licensed as a higher education institution in New Mexico, Florida and Texas.

NC-SARA allows the College to cross state lines with reciprocity to engage in distance education. This includes crossing state lines for clerkship rotation in years three and four.

Our office maintains the College Policies, Standard Operating Procedures, Catalog, and Student Handbook and compliance with regulatory agencies.

ACCREDITATION & COMPLIANCE



Navigate to the “About” tab at burrell.edu

COLLEGE WEBSITE

Overview and History

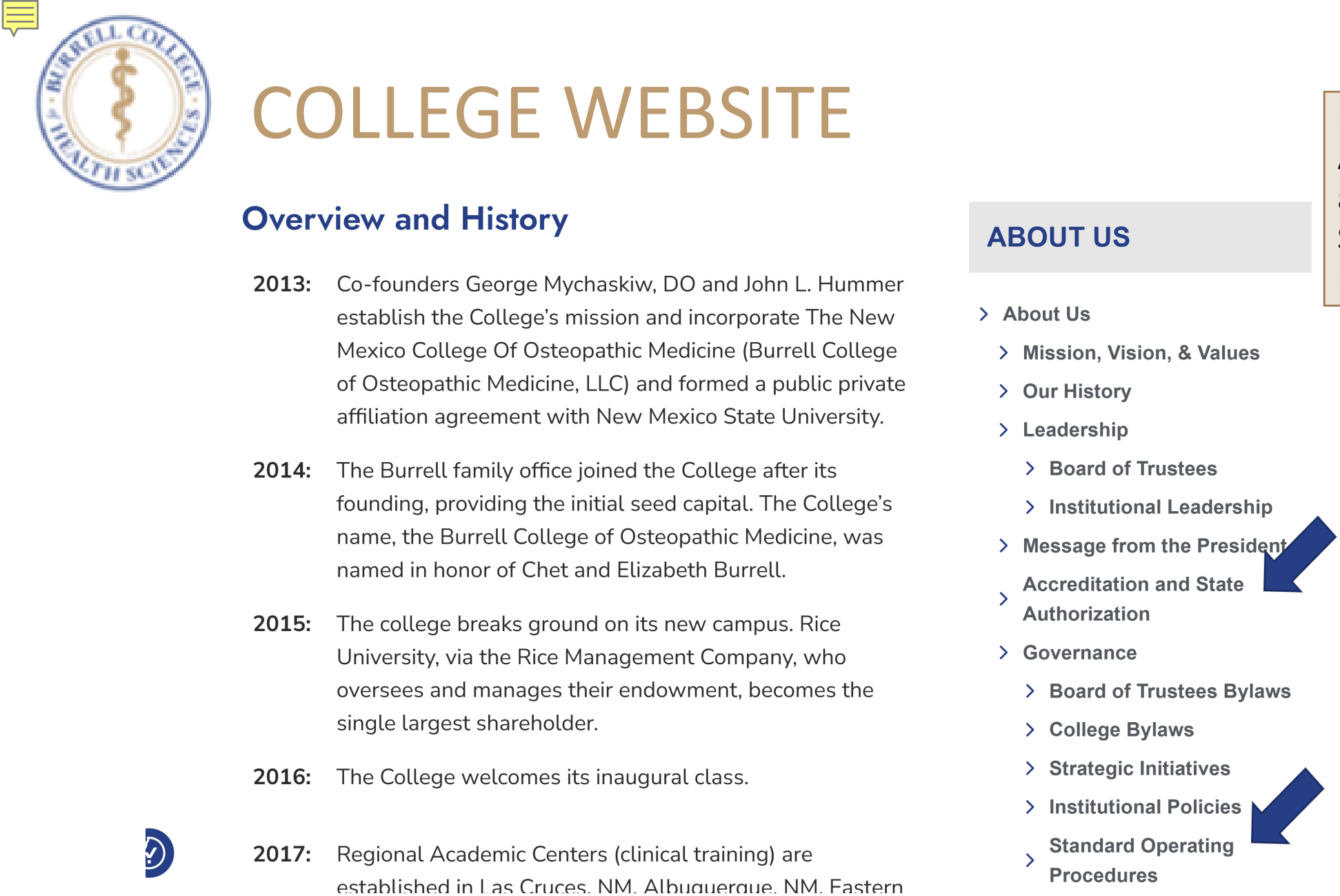
2013: Co-founders George Mychaskiw, DO and John L. Hummer establish the College's mission and incorporate The New Mexico College Of Osteopathic Medicine (Burrell College of Osteopathic Medicine, LLC) and formed a public private affiliation agreement with New Mexico State University.

2014: The Burrell family office joined the College after its founding, providing the initial seed capital. The College's name, the Burrell College of Osteopathic Medicine, was named in honor of Chet and Elizabeth Burrell.

2015: The college breaks ground on its new campus. Rice University, via the Rice Management Company, who oversees and manages their endowment, becomes the single largest shareholder.

2016: The College welcomes its inaugural class.

2017: Regional Academic Centers (clinical training) are established in Las Cruces, NM, Albuquerque, NM, Eastern



Navigation to the Accreditation Information, as well as Policies and Standard Operating Procedures of the College.

COMPLIANCE: HIGHER EDUCATION ACT

- Annual Safety and Security Report (Clery Report) and Fire Safety
  - Campus Emergency Procedures
    - and Timely Notifications/
    - Warnings
- Drug and Alcohol Abuse Prevention
- Missing Person Procedures
- FERPA
- Title IX
- Copyright
- Consumer Information
  - Health and Safety
  - Financial Aid Policies
  - Catalog/Student Handbook
- Voter Registration
- Data
  - IPEDS Reporting
  - Student Outcomes
  - Net Price Calculators
  - Graduation Rates
  - Default Rates

The Higher Education Act was first passed in 1965 to ensure that every individual has access to higher education; the HEA also governs student-aid programs and federal aid to colleges. It is generally scheduled for reauthorization by Congress every five years to encourage growth and change. Components of the Higher Education Act are listed in this slide.

FERPA

- FERPA or the Family Educational Rights and Privacy Act
- What are “education records”?
  - Any record that personally identifies a student and that is maintained by an educational institution or an educational affiliate.
  - Records can be in any media form – handwritten and/or electronic.
- Students have a right to review their education record.
- Students have a right to request an amendment to their record in inaccurate.
- The right to not disclose directory information.
- The right to file a complaint with the US Dept. of Education if the College is not complying with requirements of FERPA.

FERPA is a federal law designed to protect the privacy of education records. FERPA also establishes rights for students that allows them to inspect and review their educational record and provides guidelines as to the correction of inaccurate information. This information is outlined in the student handbook and in the standard operating procedure regarding FERPA. Personally identifiable information is information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

Personally identifiable information is information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
Information that reveals the identity of the student to whom the education record relates

Once a student enrolls in college (please note that FERPA does not apply until a student begins taking classes), he or she can determine what types of information parents and other caregivers can access via FERPA release. This information falls into three basic categories: financial records (i.e. bills and financial aid information), educational records (i.e. grades and class schedules), and student life records (i.e. disciplinary actions). Students can set their own FERPA permissions, and they can change these permissions at any time with the Office of the Registrar.

Directory Information is information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed which includes your name, email address, etc. Directory information can never include a social security number, race, ethnicity, gender, etc. You can opt out of the sharing of directory information with the Office of the Registrar.

Governed under the Department of Education who investigates complaints on non-compliance with FERPA.

FERPA Best Practices

- Don’t leave items with identifiable information exposed.
- FERPA protected data should not circulate via email or text message unless it is done so in a secured fashion.
- Don’t post grades or evaluations in a way that shows identifiable information.
- Faculty, staff, including preceptors, can have access to FERPA covered information if they have a legitimate educational interest.
- Confidentiality

Just a few tips regarding FERPA and best practices:
Don’t complete evaluations in an area where others might have visible access to personally identifiable information.
Keep all student information confidential; Don’t discuss a student’s education record with others where you might be overheard.
Student evaluations are educational records.
Legitimate educational interest is considered necessary for employees to carry out their job responsibilities in support of Burrell’s educational mission. Curiosity is not legitimate educational interest and having access to student education records does not equate to license to access them out of curiosity.
Please be careful to ensure the confidentiality of student records.

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

-Title IX of the Education Amendments of 1972

Teresa Garcia serves as the Title IX Coordinator for the College. Title IX says that no person, on the basis of sex, can be excluded from participation nor discriminated against in educational programs receiving Title IV funds.

Title IX is a federal sex/gender equity law that governs how educational institutions receiving federal funds must respond to allegations of sex and gender-based discrimination, harassment, violence, and/or retaliation. The U.S. Department of Education's Office for Civil Rights issued new Title IX regulations on May 6, 2020 which dictate how institutions must respond to incidents of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

TITLE IX

- Title IX protects students and employees who are impacted by sexual harassment, sexual assault, domestic violence, dating violence, and stalking. When these behaviors occur, and a formal complaint is made, the college is obligated to address and remedy them and ensure that no one is denied effective access to the educational program of the college.

- Faculty and staff members are mandated reporters and are required to report any violations to the Title IX Coordinator immediately.

- Colleges have jurisdiction requirements that they must follow to determine whether a complaint falls within Title IX or is to be addressed within other college policies and procedures.

- Complainants are well-protected by the regulations in terms of supportive measures that are offered by colleges to try to address the impact of sex offenses.

Sex discrimination: Any Adverse treatment based on sex, including sex stereotypes, sex characteristics, pregnancy or other related conditions, sexual orientation and gender.

Sexual Harassment: Unwelcome conduct of a sexual nature (unwelcome sexual advances, verbal and physical remarks, action of a sexual nature, solicitation of sexual favors, jokes, comments about a person's sex life, micro-aggressions
Hostile environment unwelcome conduct that is severe or pervasive enough to deny equal access to educational programs and activities. quid pro quo or "this for that" could involve things such as the exchange of sexual favors in the workplace or education environment).

Gender based Harassment – unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
Sexual Assault– severe form of sexual harassment; physical sexual acts perpetrated against a person's will

Sexual Exploitation – person taking non-consensual or abusive sexual advantage of another (e.g. sexual voyeurism, recording another person in a sexual act, engaging in sexual activity while knowingly infected with HIV/STD/STI

Other prohibited conduct that is sexual in nature such as bullying, endangerment, hazing

Retaliation: it is unlawful for a college to discriminate or intimidate an individual for filing a title ix complaint.

All College employees are mandated reporters by law.
Jurisdiction: incident had to have occurred in the US; occurred where the College controls the context of the incident (college property/program); the College has jurisdiction over the respondent as a student/employee; happened to a complainant while the complainant was participating or attempting to participate in the College's program. If not under this jurisdiction, dismissed as Title IX but may be referred to College's formal grievance process.

TITLE IX

- The regulations have options for informal resolution

- To protect the due process rights of respondents, colleges are required to use a formal grievance process for certain types of allegations. That formal process includes an investigation, a live hearing, questioning of the parties through their advisors, a determination by an objective decision-maker, and an appeal.

- The college must also comply with state laws that address sex offenses, as well as a federal law called the Violence Against Women Act (VAWA), Section 304, which also protects college members when they experience sex offenses.

- Title IX also prohibits the College from discrimination on the basis of pregnancy. I can assist with reasonable modifications.

One last key point to understand is that Title IX isn't the only governing law here. The college must also comply with [state laws that address sex offenses, as well as] a federal law called the Violence Against Women Act (VAWA), Section 304, which also protects college community members when they experience sex offenses.

Colleges are required to address prohibited conduct through an informal resolution processes and formal complaint process.

TITLE IX COORDINATOR

- All faculty and staff are mandated reporters and are required to report any violations to the Title IX coordinator immediately.
- Visit our website for information regarding our Title IX policy, request for investigation forms, and investigation procedures:

https://burrell.edu/students/title-ix/



Teresa Garcia

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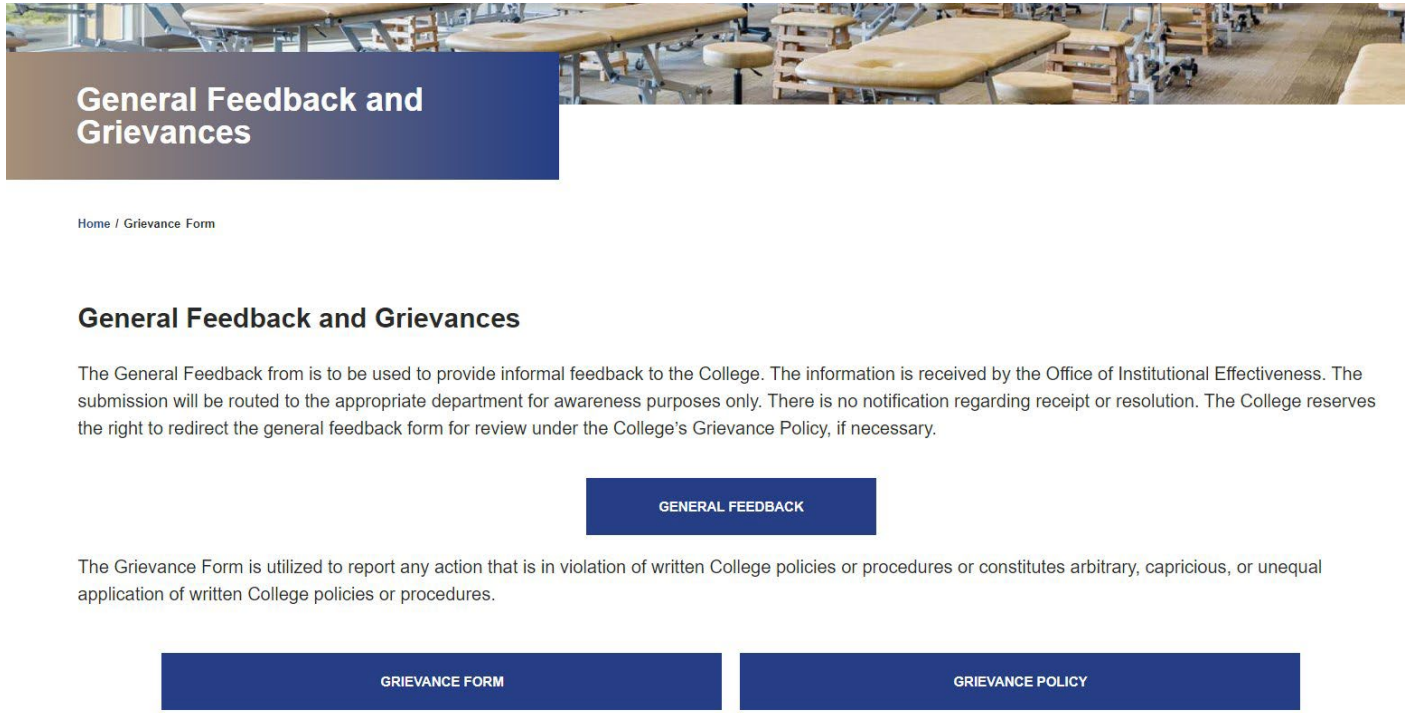
(575) 674 - 2238

Jurisdiction under the new regs – occurred in the US; occurred where the College controls the context of the incident (college property/program); the College has jurisdiction over the respondent as a student/employee; happened to a complainant while the complainant was participating or attempting to participate in the College's program. If not under this jurisdiction, dismissed as Title IX but may be referred to College's formal grievance process.

Colleges are required to address prohibited conduct through an informal resolution processes and formal complaint process.

Currently, there are procedures posted on our website that related to any Title IX incident.

General Feedback & Formal Grievances



Please see Policy B2040 Grievance: https://burrell.edu/policy-b2040/

The College has a form located on its website where it can receive general feedback. Constructive feedback is always appreciated in our continued cycle of improvement.

The College also maintains and publishes procedures necessary for the filing of any formal grievance by any person or organization regarding the conduct of the College's programs or operations or regarding the conduct of its students, faculty or staff. Grievances are formal complaints for the violation of policy or procedure of the College (see the Grievance Policy)

The Grievance Process can be adjudicated through Informal or Formal resolution

Accreditation Complaint



Please see Policy B2030 Accreditation Standard Complaint: https://burrell.edu/policy-b2030/

Accreditation standards are published on the American Osteopathic Association's (AOA) website.

Any individual who believes Burrell College of Health Sciences is not in compliance with a Commission on Osteopathic College Accreditation (COCA) standard and/or the Higher Learning Commission (HLC) accreditation policies has a right to address his/her concern. The complaint will be kept on file in a confidential manner. Please see Accreditation Standard Complaint Policy B2030 (Policy B2030) regarding the process for filing a complaint.

The College Catalog provides contact information for anyone wishing to file their complaint directly with the COCA/HLC and/or other accreditors.

Would you like to provide your name and other information for feedback?

- ○ Yes
- ○ No

Status in Relation to the College:

- ○ Student
- ○ Parent
- ○ Faculty
- ○ Staff

Any individual who believes Burrell is not in compliance with accreditation standards has a right to address their concern. Please utilize this form to submit an accreditation related complaint to the College. Please see the Accreditation/State Authorization page for details on submitting complaints directly to the accrediting/licensing body.

CAMPUS SAFETY AND SECURITY



Under the Students tab on our website, you'll see links regarding Campus Safety and Security. This includes the College's Annual Safety and Security Report (Clery Report), as well as a link to our Drug & Alcohol Free campus information.

Office of Student Affairs

STUDENTS

- Annual Safety and Security Reports/ Weekly Crime Reports
- Bloodborne Pathogen Exposure Control Plan
- Drug and Alcohol Free Campus
- Emergency Notifications
- Emergency Procedures
- Evacuation
- Hurricane Preparedness
- Incident Report
- Chemical Safety
- Resources & Numbers
- Title IX

- Faculty & Staff
- Human Resou
- Institutional Pc
- Greenshades
- Employee Ass Program
- Drug and Alco Campus
- Finance
- Finance Forms
- Student Accounts
- Institutional Effec
- IT
- Help Desk
- Facilities
- Campus Safety a
- Title IX
- Staff Council

CAMPUS SAFETY AND SECURITY

- Annual Safety and Security Reports
- Please report incidents occurring on campus or off campus during education activities.
- Review our Emergency Notifications and Emergency Procedures



On the Campus Safety and Security page, we house links to the Annual Safety and Security Reports (Clery). For last year's report and the report that will be published on October 1st of this year, statistics are combined with NMSU and Florida Tech due to our location being on their campus.

The College's biennial review of its drug and alcohol prevention strategies is located under the Drug and Alcohol Free Campus Tab

INCIDENT REPORT

- Please report incidents occurring on campus or off campus during education activities.

- You can find the link to report the incident here: https://burrell.edu/campus-safety-and-security/



Please report any type of incidents using this form. This may include accidents, falls, medical emergencies, theft, FERPA violations, etc. Typically students will fill out when they have a needle sticks, or some other type of incidents at the College or while they are participating in clinical rotations. Use the search button on our website

BLOODBORNE PATHOGENS

The Federal OSHA Bloodborne Pathogen Standard

- Published in 1991 and designed to reduce and minimize the potential for occupational exposure to the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus, Hepatitis C Virus, and other human bloodborne pathogens.

Risk

- Anyone who handles blood, blood components, or other potentially infectious materials (OPMI).
- Anyone who touches contaminated equipment or surfaces.

Exposure

- An occupational exposure may occur in the cleaning or collecting/handling/disposing of blood or other potentially infectious materials (ex. bodily fluids).
- Rendering first aid or assisting in emergency situations
- Mucous membrane splash (eye, mouth, nose)
- Contact on non-intact skin (open cuts, blisters, hangnails, etc.)
- Contaminated sharps (needle sticks, scalpel blades, etc.)

Click to view the College's Bloodborne Pathogen Exposure Control Plan

BLOODBORNE PATHOGENS

Universal Precautions

- Always assume all blood, blood products, and bodily fluids are contaminated.
- Handwashing – Single most important means of preventing the spread of infection
  - Apply soap and wash for at least 15 seconds.
- Handling sharps
  - Use tongs to pick up broken glass/needles.
  - Discard all needles and sharps in sharps containers
- If you see a blood spill, ask janitorial to clean (they will follow their procedures to clean)
- Personal Protective Equipment: wear gloves to prevent hand contact with infectious substances.

Exposure Incident

- Ensure the exposed area is flushed with large amounts of water (and soap if contact was made with skin) for at least 15 minutes.
- Notify your supervisor and, if it happened on Burrell property, fill out an Incident Report form.
- Seek medical attention - follow up with your PCP for evaluation

Click to view the College's Bloodborne Pathogen Exposure Control Plan

Fire Safety and Prevention[1]

- Familiarize yourself with evacuation routes and practice your fire escape plan.
- When noticing a fire-related emergency,
  - Alert others, pull the fire alarm if able.
    - In the event the alarm does not function, use verbal evacuation. This is commonly done by calling out “Fire!”
  - As you evacuate, close doors behind you to limit the spread of the fire.
  - Contact the fire department by calling 911 from a safe area
  - Try to extinguish small fires. Do not attempt to extinguish large fires
    - Pull the pin.
    - Aim at the base.
    - Squeeze the discharge handle.
    - Sweep the agent across the fire.

[1]https://safety.nmsu.edu/campus-safety/fire-safety.html

Fire Extinguisher Training

(Press Play to begin Video)



https://youtu.be/yodLMfOZNvA?si=3tU8ubr1frTnx_-7

Fire Safety and Prevention[1]

- There is no code, standard, policy, or state law that states a person discovering a fire is legally bound to extinguish it. However, when a fire is discover in its incipient state, it can be easily extinguished utilizing a fire extinguisher. Below is a brief way to decide when to attempt extinguishment.

- **Fight the fire if:**
- • The building occupants have already been notified to evacuate and the campus Fire Department has been notified of the emergency (by calling 911);
- • The fire is small enough to be extinguished with a portable extinguisher;
- • You have a clear path to the exit;
- • Someone knows you are attempting to extinguish the fire;
- • You have been trained in the use of a fire extinguisher.

- **Do not fight the fire if:**
- • The fire appears to be too large to extinguish with one attempt;
- • You must pass through the smoke to reach the fire;
- • You must shield yourself to reach the fire;
- • The fire could cut off your path of egress;
- • You think there may be explosive, reactive or toxic products burning;
- • You have not been properly trained to extinguish the fire.

[1]https://safety.nmsu.edu/campus-safety/fire-safety.html

Fire Safety and Prevention[1]

- Matter of education, training, and common sense
- Smoking-related fires are one of the most common types of fires. The College prohibits smoking on any of its campuses.
- Working on electrical wiring or equipment is only permitted under the oversight of a licensed electrician.
  - Extension cords are permitted on non-heat producing devices (computers, etc.)
  - Avoid using extension cords on heat producing or high voltage devices such as coffee pots, microwave ovens, refrigerators.
  - Never use a cord that feels hot or is damaged.
  - Use only surge protectors or power strips that have three-prong grounded plug.
  - All electrical outlets must have a cover plate. Notify the Facilities Office if broken.
  - Combustible items (paper, trashcans, etc.) should be at least two feet from either side of an outlet.

[1]https://safety.nmsu.edu/campus-safety/fire-safety.html

Fire Safety and Prevention[1]

- Cooking is not permitted in offices, labs, classrooms, storage areas.
  - There are designated areas in which microwave ovens are permitted to be used.
  - The New Mexico Campus does have a gas grill on its patio. It is not to be used within 15 feet of the building Do not leave the grill unattended while in operation. Be sure to turn off the propane when not in use.
- The College reserves the right to review and approve for requests for a cooking event. Such events are subject t approval by jurisdictional fire departments.

- General storage does not constitute a fire hazard. The problem begins when items are stored improperly, in a hazardous location, or in a place where other fire hazards are present. Please contact the College's Environmental Health and Safety Officer for additional information.

[1]https://safety.nmsu.edu/campus-safety/fire-safety.html

Fire Safety and Prevention[1]

- Slips, trips and falls are common
  - They can occur anywhere (inside and outside)
  - Falls and slips and trips without a fall are one of the three leading causes of work-related injuries treated in an emergency department[1]

    - Slips, trips and falls cause minor to major injuries, even death
      - Sprains and strains
      - Bruises and contusions
      - Fractures and breaks
      - Abrasions and lacerations

        - Slips, trips and falls can have a significant cost to you
          - Lost wages
          - Out-of-pocket expenses
          - Pain
          - Temporary or permanent disability
          - Reduced quality of life
          - Depression

[1]https://safety.nmsu.edu/campus-safety/fire-safety.html

Fall Prevention[1]

- Preventing slips, trips and falls
  - Housekeeping
    - Reduce clutter, clear aisles
    - Close cabinet, file and desk drawers and doors
    - Don’t use uncovered extension cords or cables/wires
    - Floor mats should be flat with no folds or curled edges
  - Modify your behaviors
    - Have your mind on task when walking – look where you are going
      - Be mindful of steps, ramps, curbs and uneven bricks/tiles
      - Use sidewalks - stay out of the gravel and rocks
    - Be aware of slippery areas surfaces
      - Indoors and outdoors (e.g., spills on tile or ice on sidewalks)
    - Don’t stand on tables or chairs – ask facilities for help instead
    - If you drop it, pick it up; If you spill it, wipe it up

- Correct or report any hazards immediately!

Active Shooter Preparedness

(Press Play to Begin Video)



https://youtu.be/i3QBktsRKVY?si=e17TkchlYMg7L-Vq

Active Shooter Preparedness[1]

- **Be aware of your environment and any possible dangers**
- **Take note of the two nearest exits in any facility you visit**

How to Respond

Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

Fight

- As a last resort when you are in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

Call 911 When Safe To Do So!

[1]https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources
[1]https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

ACCEPTABLE USE

- Protection of Sensitive Electronic Information (SEI) and Personally Identifiable Information (PII)

- The Burrell College of Health Sciences shall ensure the integrity of information technology resources made available to the College community to prevent disruption to academic and administrative needs. All members of the College community shall promote efficient, ethical and lawful use of Burrell's information technology resources. All information technology resources provided by the College are property of the College.

- Acceptable Use Guidelines Published on the College website: https://burrell.edu/acceptable-use-guidelines/

Refers to data that Burrell College of Health Sciences must protect by law or that Burrell College of Health Sciences protects to reduce institutional risk. Some important examples of SEI include:
Protected Health Information, or PHI. Refer to the Uses and Disclosures of Protected Health Information Policy and HIPAA FAQs for more information on identifying and managing PHI.
Social Security Numbers, or SSNs.
Credit/debit card numbers and other financial account information.
Student information, as defined by the Federal Educational Rights and Privacy Act (FERPA)
Other Personally Identifiable Information, or PII, as may be defined by the New Mexico Statute and Florida Statute.

Protect Workstation and Laptops by arranging so that they aren't facing outward, and they must be locked when unattended.
To install or uninstall software on College issued laptops, you must get approval from the IT department.
Access to VPN and Wi-Fi are only permissible on Burrell-owned laptops and devices.
Protect data storage, transmission and backups with encryption accordance to Burrell IT standards.
Secure electronic communications by using a Burrell email account, encrypting SEI and not sharing with outside sources.
Protect Physical assets with sensitive data and building access from unauthorized people.

A security incident is an event that may result in the confidentiality, integrity, or availability of Burrell information systems or data being compromised.
If you believe that you have observed an information security incident, please take the following steps:
Report the incident immediately to the IT Help Desk by calling (575)674-2390
If the incident involves your computer: Discontinue using it until the IT Help Desk has evaluated the situation.
If the incident involves the loss or theft of a computer or mobile devices, contact the IT Help Desk, who will assist you in filing a police report.

ACCEPTABLE USE

Sensitive Electronic Information (SEI)

Refers to data that Burrell College of Osteopathic Medicine must protect by law or that Burrell College of Osteopathic Medicine protects to reduce institutional risk. Some important examples of SEI include:

- Protected Health Information, or PHI. Refer to the Uses and Disclosures of Protected Health Information Policy and HIPAA FAQs for more information on identifying and managing PHI.
- Social Security Numbers, or SSNs.
- Credit/debit card numbers and other financial account information.
- Student information, as defined by the Federal Educational Rights and Privacy Act (FERPA)
- Other Personally Identifiable Information, or PII, as may be defined by the New Mexico Statute and Florida Statute.

ACCEPTABLE USE

- Passwords must comply with the College's Password standard, never be shard with another individual, should not be used on a non-Burrell systems and should not be written on paper. Refer to the password policy: https://burrell.edu/IT008/
- Be on the look out for suspicious communications, links and attachments in emails.
- Inspect email addresses for non-College emails, and web site URLs for contents that point to unfamiliar sites. Never open an email attachment if you don't trust the source.
- Be suspicious of requests for Burrell usernames and passwords.

ACCEPTABLE USE

- Protect Workstation and Laptops by arranging so that they aren’t facing outward, and they must be locked when unattended.
- To install or uninstall software on College issued laptops, you must get approval from the IT department.
- Access to VPN and Wi-Fi are only permissible on Burrell-owned laptops and devices.
- Protect data storage, transmission and backups with encryption accordance to Burrell IT standards.
- Secure electronic communications by using a Burrell email account, encrypting SEI and not sharing with outside sources.
- Protect Physical assets with sensitive data and building access from unauthorized people.

ACCEPTABLE USE

Recognizing and Reporting Security Incidents

- A security incident is an event that may result in the confidentiality, integrity, or availability of Burrell information systems or data being compromised.
- If you believe that you have observed an information security incident, please take the following steps:
  - Report the incident immediately to the IT Help Desk by calling (575) 674-2390
  - If the incident involves your computer: Discontinue using it until the IT Help Desk has evaluated the situation.
  - If the incident involves the loss or theft of a computer or mobile devices, contact the IT Help Desk, who will assist you in filing a police report.

THANK YOU

If you have any questions, feel free to reach to the Office of Human Resources or the Office of Institutional Effectiveness



