



The Audit Perspective

In This Issue

•••

Page 1

- [Disaster Fraud](#)

Page 2

- [Security Tips](#)

Page 3

- [New and Updated Policies](#)

Page 4

- [Self-Assessment](#)

Scammers take advantage of current events, such as the COVID-19 pandemic, and find ways to scam vulnerable people. There are several recent fraud scams listed below with tips on how to avoid scams, what to look out for, and how to protect yourself and the University against scammers.

Disaster Fraud

[Coronavirus Phishing Scam Targets University Students, Staff](#)

www.edscope.com – Written by Betsy Foreman. Published 3/18/2020

Hackers are aware that students, faculty, and staff want to know about University decisions and responses to the pandemic, and they take advantage of the current events. Fake emails appearing to be from trusted sources led to email user names and passwords being stolen. The fake email tempted readers to click a link to access important information from the university's "health team." The link led readers to a fake Office 365 website login screen. The reader would enter their user name and password in an attempt to access the information, when in reality, they had just given the hacker their email credentials. In some instances, harmful malware was also installed on computers.

[Learn to Identify Phishing](#) from Information Technology. Tips include:

- If you receive an unexpected email or an email from someone you don't know asking you to open an attachment, do not open it.
- If a company or organization you know sends you a link or phone number, don't click. Use a search engine to look up the website or phone number yourself.
- Beware of emails that create a sense of urgency
- Forward phishing emails to abuse@olemiss.edu

[Common Natural Disaster Fraud Schemes](#)

The Association of Certified Fraud Examiners (ACFE) has provided resources for how to avoid common frauds related to natural disasters including charity, contractor, and vendor fraud. Be sure to research any organization before donating. Searching "scam" followed by the name of the organization on a search engine may reveal scams related to the organization. Also be sure to research any companies you do business with by reviewing history of work performed in your area and read customer reviews.

[Coronavirus: Scammers Follow the Headlines](#)

www.consumer.ftc.gov – Written by Colleen Tressler. Published 2/10/2020

This article gives additional tips on how to protect yourself against scammers such as:

- Beware of emails claiming to be from the Centers for Disease Controls and Prevention (CDC) or experts claiming to have information about Covid-19
- Ignore offers for vaccinations
- Be alert to investment opportunities such as those that claim to prevent, detect, or cure Covid-19.

[Tips on Combating Covid-19 Fraud: The Department of Justice](#)

The Department of Justice has posted tips on how to combat fraud during the Covid-19 pandemic. They have provided information on fraud that has been reported such as malicious websites and apps that appear to share virus-related information to gain and lock access to your devices until payment is received. They also provide information on combatting hoarding and price gouging.

Security Tips

[Prevent Zoombombing: Change these 4 Zoom Settings Now for Secure Video Chat](#)

www.cnet.com – Written by Rae Hodge. Published 4/8/2020

Online users can easily utilize Google to find unprotected meetings. If employees decide to utilize Zoom there are settings that should be changed immediately such as enabling the “Waiting Room” feature and disabling the “Join Before Host” options. The article also goes into detail about how to handle someone “zoombombing” a meeting that employees should be familiar with just in case.



Working from Home?

UM employees working from home should do so securely.

- Familiarize yourself with the [Information Confidentiality/Security Policy](#).
- Ensure the PC or Mac being used has [Antivirus Software](#).
- Utilize [Cisco AnyConnect client for VPN](#) for a secure connection.
- Set a strong password for your home’s wireless network.
- Use Box or other [UM-approved](#) services for cloud storage, file sharing, and collaboration.
- Ensure emails from a UM employee/student do not contain the [EXTERNAL] banner.
- Computers should be configured to apply application updates and operating system (OS) patches daily. Unsupported operating systems (i.e. Windows 7) no longer receive security updates and therefore should not be used.



New and Updated Policies

The [UM Policy Directory](#) is a central location for accessing University policies, and is a great source of information for employees to explore. The directory can be searched in many ways, such as by: administrative division, responsible office, people affected, keyword, last modified date, and free-form. We prefer to use the free-form search because it allows the user to search on broader topics. Since our last newsletter, the policies below have been added or updated:

New Policies

- [Graduate Certificate Program](#) – The Graduate School recognizes that academic units or organized groups of faculty can offer structured programs of study leading to graduate certificates. The general purpose of a graduate certificate program is to enhance the academic training of individuals through a set of specialized courses on a topic. The set of courses may be interdisciplinary or they may be closely related courses within a discipline.
- [Graduate Faculty](#) - This policy outlines the various roles faculty may hold in directing graduate student research and teaching graduate courses. It describes the various memberships that faculty may hold on the Graduate Faculty and the processes by which these memberships are awarded.
- [Language Assessment for International Graduate Students with Assistantships](#) - Teaching assistants must be able to communicate effectively in English and provide all instruction in English, according to the guidelines of their assistantships.
- [Part Time Employment](#) - Faculty members employed less than one-half time are not eligible for benefits. Faculty members employed at least half time and appointed to a semester assignment are eligible for benefits.
- [Promotion of Research Faculty/Scientists](#) - This policy is intended to set forth institutional policy for the promotion of non-tenure track research faculty and staff. Additional policy statements shall be adopted by departments and schools and shall be consistent with general University policy.

Updated Policies

- [Academic Regulations – Grad School](#) – The IP mark has been added specifically for designated graduate research-oriented courses in which the nature of the course or the expectations of students in the course cannot anticipate completion within one semester. Graduate students are considered full-time if registered for 9 hours during the fall or spring and 4 or more hours in the summer. A total of 9 hours in the summer to satisfy residence requirements. Courses listed as 500 – 599 are limited to graduate and upper-division undergraduate students. 600 and above are for graduate students only. Undergraduate students may earn graduate credits. A 6-hour transfer policy applies to credits completed within the institution.
- [Administration of Graduate Assistantship](#) - Individuals who are required to submit evidence of English Language proficiency in their application will be assessed for their

ability to teach with adequate language skills using a formal procedure prior to their appointment to any assistantship involving formal or informal instruction of undergraduate students. Departments must publish the maximum number of semesters for graduate assistantship support in their handbook to ensure individuals with offers of admission have access to such constraints on total length of funding. Such departments must report to the Graduate School and the Dean of the academic unit housing the graduate program the established maximum number of semesters of support. Departments must establish policies on the appointment, reappointment, funding levels, and termination of graduate assistantships.

- [Credit by Examination](#) – Additional credit may be granted for military training and experience. Academic departments determine equivalencies for courses that the department teaches by using the IHL Guidebook for Evaluating Military Learning for Academic Credit.
- [Honorary, Posthumous, In Memoriam Degree](#) – Graduate Degrees have been added to the Posthumous Degree. In addition to Posthumous Degrees, In Memoriam degrees have also been added.
- [Title IX Student Conduct Adjudication Process](#) - During the Information Gathering phase of a Title IX complaint, the degree to which a complainant participates in the investigation and subsequent hearing will be for the complainant to decide. However, when a complainant does not wish to be a part of the investigation, wishes to remain anonymous, or refuses to provide information to the Title IX Coordinator, the Title IX Coordinator may be prevented from doing a full investigation.

Self-Assessment



Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or auditing@olemiss.edu.