Information Technology Section

Policy 7.2.2 - Electronic Signatures

It is the College's intent to provide efficient services for its employees, students, and the public. The Board of Trustees ("Board") encourages College officials and students to use electronic means, especially electronic mail, when conducting College business when those means result in efficient and improved service.

The Board encourages the acceptance of electronic signatures from college campus accounts. An electronic signature is defined as any authenticated electronic process that signifies an approval to terms and/or ensures the integrity of the document.

Students may use electronic signatures for purposes including but not limited to registering, checking financial aid awards, paying student bills, obtaining unofficial transcripts, updating contact information, logging into campus computers, completing forms, and submitting class work and tests. Employees may use electronic signatures for purposes including but not limited to submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, and, when the employee is so authorized, to enter into an agreement for goods or services on behalf of the College.

The College may use or purchase particular software platforms that facilitate electronic signatures from users when appropriate.

College user accounts are to be used solely by the student or employee assigned to the account. Users may not allow access to their accounts by other persons, including relatives or friends. All users are responsible for protecting the confidentiality of their account and for adhering to Policy 7.1.2 – Internet and Network Acceptable Use.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 7.1.2 - Internet and Network Acceptable Use

POLICY HISTORY

September 12, 2023	Adopted.