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I. VALID FORMS OF ELECTRONIC SIGNATURES

The College recognizes an electronic signature as a valid alternative to a handwritten signature so long as it is in an electronic record capable of being retained by the college. Electronic signatures may replace written signatures and electronic records may replace paper documents when used to conduct the official business of the college unless written signatures or paper documents are specifically required by law.

An electronic signature is considered valid under any of the following circumstances:

1. The student or employee has a unique username and the ability to create a password on the account (e.g., an email account).
2. The entire document containing a handwritten signature is scanned or faxed to the college or is scanned or faxed between faculty and staff within the college.
3. The document contains a graphic image of a signature placed on a document using secure software that verifies the identity of the user on the other end (e.g. DocuSign, PandaDoc, Adobe Sign).

For legal documents (e.g., contracts, certifications), electronic signatures must conform to options #2 or #3 above. For non-credit programs, an electronic signature using a non-college issued email is acceptable when using a college-approved network to complete the following transactions: submission of instructor contracts, online registration, submission of classwork, and completing forms.

II. RESPONSIBILITIES OF USERS

All users are expected to do the following:

1. Keep passwords safe and private so others cannot use these credentials.
2. Once logged in, users are responsible for any information they provide, update, or remove.
3. Users must log out of all systems and exercise the necessary precautions when using publicly accessible computers and networks.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

August 2, 2023	Adopted.