

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 in e-mails from college campus accounts. An electronic signature is defined as an approved electronic process signifying an approval to terms, and ensuring the integrity of the document, presented in electronic format.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc. Employees may use electronic signatures for 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, etc.

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 07.02 – Internet and Network Acceptable Use](#).

Policy Number: 07.04

Cross-reference:

- [Authority for President's Signature Procedure](#)

Adopted: January 28, 2025

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