

Policy 6.11

Electronic Signature Policy

PURPOSE

In order to provide quality services for its employees and students, the College encourages the use of electronic signatures for records or documents that are provided electronically by the College and require a signature for processing.

POLICY

The College recognizes an electronic signature as a valid signature from faculty, staff and students subject to conditions described as follows.

- The College provides the student or employee with a unique username.
- The student or employee sets his or her own password.
- The student or employee logs into a College site/network, which includes any site/network provided for college operations by the North Carolina Community College System, using the unique login credentials provided by the College.

The College defines an electronic signature as an electronic process attached to, or logically associated with, an electronic record and/or electronic document, and executed or adopted by a person with the intent to sign the electronic record and/or electronic document. The College defines login credentials as the combination of unique username and password.

Faculty and staff may use electronic signatures when submitting forms and reports, 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.

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

It is the responsibility and obligation of each individual to keep their username and password private so others cannot use their credentials. Once logged in, students and employees are responsible for any information provided, updated, or deleted. Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy does not supersede any applicable federal and state statutes, policies, guidelines, or standards.

Policy

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Electronic Vote Procedure](#)

History

Senior Staff Review/Approval Dates: 4/2/13

Board of Trustees Review/Approval Dates: 04/02/2013

Implementation Dates: *Enter date(s) here*