College of The Albemarle Policy

Policy Number: 7.4

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Title: Electronic Signatures

Related Policy and Procedures: Policy 6.2.4 Facsimile Signatures; Policy 7.2 Internet and Network Acceptable Use

Divisions of Responsibility: Institutional Research, Planning, Effectiveness and Technology

It is the College's intent to provide efficient services for its employees, students, and also for 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 any electronic process signifying an approval to terms, and/or 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; submit class work, tests, etc. Employees may use electronic signatures for submitting grades and attendance reports, 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 7.2 – Internet and Network Acceptable Use.

June 13, 2023	July 22, 2026	N/A
Date Approved by Board of Trustees	**Date of Last Review**	**Date of Last Revision**