SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY **ELECTRONIC SIGNATURES**	Policy 4.05.03

It is the intent of Southwestern Community College and the Board of Trustees to provide efficient services for its employees, students, and also for the public. The Board of Trustees 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.

Therefore, the Board of Trustees adopts this policy to encourage 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 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.

Faculty and staff 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.

Previously Referenced as: July 2011 (3.42)

Changed: Moved to 4.05.03 October 22, 2013