

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY ELECTRONIC SIGNATURES	Policy 8.04
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I. PURPOSE

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.

II. PROCEDURE

See Procedure 8.04.01 ELECTRONIC SIGNATURES

Previously Referenced as: Oct 2014 (4.05.03), July 2011 (3.42)

Adopted: September 2025

Revised: N/A