# DAVIDSON-DAVIE COMMUNITY COLLEGE
Information Technology
**ELECTRONIC SIGNATURES**
POLICY 7.4

It is the College's intent to provide efficient services for its employees, students and 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, 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.

College employees are authorized to use an electronic signature to sign contracts, purchase orders, grant applications and other electronic documents to the same extent the employee is authorized to sign a hard copy of the document.

Acceptance of an electronic signature requires either of the following:

1. Campus Network Username and Password
   a. The username is provided by the College;
   b. The user selects his or her own password; and
   c. The user logs into the secure site using the username and password credentials.

2. User Login Identification (ID) and Personal Identification Number (PIN)
   a. The College provides user with a unique login ID;
   b. The user selects his or her PIN; and
   c. The user logs into the secure site using both the login ID and PIN.

3. E-mail Confirmation for Class Enrollment
   a. Instructors, program coordinators/directors may accept an e-mail message from a student's DDCC email account to confirm enrollment in a course.

4. A third-party vendor approved by The College.

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.

Adopted: October 2020