

# ELECTRONIC SIGNATURE POLICY BP – 5.5

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*Legal Authority: N.C.G.S. 66-58.1, N.C.G.S. 66-311*

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*Revision:*

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## **ELECTRONIC SIGNATURE POLICY**

Craven Community College (CCC) recognizes an electronic signature as a valid signature from faculty, staff, and students. 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.

An electronic signature is a valid signature from faculty, staff, and students if the communication occurs through a college-issued account. Students use electronic signatures for processes such as registering for classes, checking financial aid awards, paying student bills, etc. Faculty and staff use electronic signatures for processes such as submitting grades or attendance records, accessing campus computers, accessing course management systems, etc. Electronic signatures from accounts not issued by the college will not be accepted.

CCC recognizes faculty, staff and student electronic signatures by their unique username and password. CCC assigns usernames and passwords to faculty, staff and admitted students. These individuals are required to change their password upon initial login. It is the responsibility and obligation of each individual to keep their login ID and their password private so others cannot use their credentials. Once logged in, the student or employee is responsible for any information they provide, update, or remove. CCC will take steps to ensure the passwords are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers. Students and employees are also responsible for adhering to the requirements of the acceptable use of college technology policy (BP 8.4).

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

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