

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**

**BOARD OF GOVERNORS**

**A.R. NO. 6.14**

**TITLE: ELECTRONIC SIGNATURE**

**SECTION 1. GENERAL**

1.1 Scope

1.1.1 The purpose of this Electronic Signature Policy (the “Policy”) is to authorize Eastern West Virginia Community and Technical College (aka EWVCTC -College) use of Electronic Signatures and Digital Signatures (collectively, “e-Signatures”) for the execution of Authorized Document Types.

1.1.2 To increase the efficiency of internal transactions that require authorization, the College may require that members of the Cabinet use electronic signatures to conduct certain transactions that previously required handwritten signatures and approvals on paper documents. This regulation establishes the policies and procedures by which the College designates College transactions for which e-signatures are required and recognizes and authenticates e-signatures. This regulation also identifies College requirements for the use of electronic signatures, electronic transactions, and electronic records in conducting College transactions.

1.2 Entities Affected

1.2.1 This regulation applies to all departments and organizations of the College’s community. Members of the College’s community include students and employees, prospective students and employees, business partners, and other individuals associated with the College.

**SECTION 2. POLICY**

2.1 Electronic Signature Use

2.1.1 To the fullest extent permitted by law, the College accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement.

2.1.2 The President or authorized designee(s) shall use electronic signatures to authorize all designated internal documents. Examples include but are not limited to: submitting grades; viewing personal payroll data; accessing

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protected data through the administrative computing system and web applications provided by the unit; signing off on timesheets, etc.

- 2.1.3 The College's right or option to conduct a College transaction on paper or in non-electronic form shall not affect the College's right, option, or obligation to have documents provided or made available in paper format.

## 2.2 Implementation and Security Procedures

- 2.2.1 Electronic signatures may be implemented using various methodologies depending on the risks associated with the transaction, and all relevant state, federal, and college regulations. Examples of transaction risks include fraud, non-repudiation, and financial loss. The quality and security of the electronic signature method shall be commensurate with the risk and needed assurance of the authenticity of the signer.
- 2.2.2 The e-signature methodology shall be commensurate to the assurances needed for the risks identified. In addition, specifications for recording, documenting, and auditing the electronic signature as required for non-repudiation and other legal requirements by the President.
- 2.2.3 The College shall adopt security procedures for e-signatures, e-transactions, and e-records that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk. Rather provide a process for undertaking an appropriate analysis before approving the use of e signatures, e-transactions or e-records for specific University transactions; and, based on such analysis, to designate those college transactions in which e-signatures, e-transactions, and e-records shall be required in place of handwritten documents.
- 2.2.4 The security requirements for the College's transaction include, but are not limited to, password policies, secure transmission policies, access control policies, and other relevant Administrative Regulations, as well as pertinent federal and state regulations.

## SECTION 3. COMPLIANCE

### 3.1 Violations

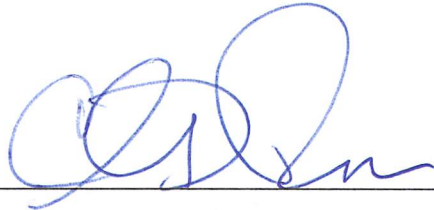
- 3.1.1 It is a violation of this policy for an individual to sign the College's transaction on behalf of another individual unless that individual has granted he or she specific authority.
- 3.1.2 Individuals shall report any suspicious or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department.

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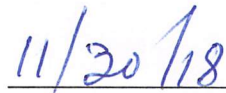
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3.2 Sanctions

- 3.2.1 Employees who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.
- 3.2.2 Students who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action under the Student Code of Conduct and criminal prosecution under applicable federal and state laws.
- 3.2.3 Other members of the College's community who falsify electronic signatures or otherwise violate this regulation are subject to appropriate sanctions, including but not limited to termination of the relationship.



Charles D. Terrell, President



Date