2.24.1 Electronic Signature

Last Revised: February 2012

Policy: Piedmont Community College (PCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to defined conditions.

Purpose/Definitions:
An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of a document presented in electronic format.

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Campus Network Username and Password
• Institution provides student or employee with a unique username
• Student or employee sets his or her own password
• Student or employee logs into the campus network and secure site by using both the username and password.

Condition 2: Student/Employee Login ID and Personal Identification Number (PIN)
• Institution provides student or employee with a unique PIN
• Student or employee sets his or her own PIN
• Student or employee logs into a secure site using both login ID and PIN.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority over this policy.

Procedure:
It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in PCC’s Policy 2.24 Information Access Security.

Once logged in, the student or employee is responsible for any information they provide, update or remove. PCC will take steps to ensure both the PIN and password 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 may use electronic signatures to register, check financial aid awards, pay student bills, obtain official and unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, test, etc.

Faculty and staff may use electronic signatures for submitting grades, submitting attendance/enrollment information, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system, etc.
Legal Citations: Family Educational Rights and Privacy Act (FERPA) of 1974; Department of Education (DOE) April 2004 regulations

History: Effective February 2012