

**POLICY  
BOARD OF TRUSTEES  
MAYLAND COMMUNITY COLLEGE**

<b>Title:</b> ELECTRONIC SIGNATURE POLICY	<b>Type:</b> INSTITUTIONAL
<b>POLICY NO:</b> 3.015	<b>Policy Adopted:</b> March 12, 2012
<b>EFFECTIVE DATE:</b> 3-12-12	
<b>AMENDED DATE:</b>	<u>William E. Arrowood</u> Chairman
<b>AUTHORITY:</b>	

Mayland Community College (MCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

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 use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submit class work, tests, etc.

Faculty and staff use electronic signatures to submit grades, view personal payroll data, log into campus computers, access protected data through the administrative computing system and custom web applications provided by the college, etc.

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

**Condition 1: Student/Employee Log in 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 the Log in ID and PIN

**Condition 2: 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 using both the username and the password

It is the responsibility and obligation of each individual to keep his/her PIN and 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. MCC 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.

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