

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 406: Electronic Signature

It is the policy of the Board of Trustees of Asheville-Buncombe Technical Community College to recognize an electronic signature as a valid signature from employees and students when conducting business with or at the College.

## Scope

Electronic signatures can be used by students, faculty and staff when conducting business at the College.

## Definitions

An electronic signature is any electronic process signifying approval to terms, and/or ensuring the integrity of the documents, presented in electronic format, including an electronic sound, symbol, or process attached to, or logically associated with, a record and executed or adopted by a person with the intent to sign the record.

## References

# This policy is in accordance with the Uniform Electronic Transactions Act (N.C.G.S. § 66-311, et seq.) and the [Digital Signature Policy Guidelines](https://archives.ncdcr.gov/documents/digital-signature-policy-guidelines) of the Office of State Controller.

Reviewed by ELT on September 15, 2010, and April 1, 2020

Reviewed by the College Attorney on October 22, 2010, and May 5, 2020.

## Policy Owner

Vice President of Operations/CIO, Ext. 7900

See Electronic Signature Procedure

Approved by the Board of Trustees on June 1, 2020