



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

Policy 405: 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](#) of the Office of State Controller.

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

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

Policy Owner

Vice President for Business and Finance/CFO, Ext. 7111

See Electronic Signature Procedure

Approved by the Board of Trustees on June 1, 2020.