

3344-8-02 Electronic Signatures.

(A) Purpose

The purpose of this rule is to establish parameters for the use and acceptance of electronic signatures.

(B) Policy

(1) The university may use and accept electronic signatures for any transaction when such use and acceptance has been approved by the appropriate vice president. For example:

(a) Students may use electronic signatures to authorize all designated internal records and transactions. Examples include, but are not limited to:

- (i) Registering for courses;
- (ii) Accepting financial aid awards;
- (iii) Paying student bills; and
- (iv) Obtaining unofficial transcripts.

(b) Employees may use electronic signatures to authorize all designated internal documents. Examples include, but are not limited to:

- (i) Submitting grades;
- (ii) Viewing personal payroll data;
- (iii) Approving time sheets;
- (iv) Access to administrative computing systems and protected data.

(c) Authorized employees and agents may accept or use electronic signatures with external parties. Examples include, but are not limited to:

- (i) Submitting purchase orders;
- (ii) Executing grant agreements or other contracts;

- (iii) Applying for admission to the university;
and
 - (iv) Applying for employment with the university.
 - (2) Authorization to accept or use an electronic signature does not preclude the university's right or option to use or require a signature in non-electronic form.
- (C) Implementation and security
- (1) Electronic signatures may be implemented using various methodologies depending on the risks associated with the transaction, and all relevant state, federal, and university rules. The quality and security of the electronic signature method shall be commensurate with the risk and needed assurance of the authenticity of the signature.
 - (2) In approving the use or acceptance of electronic signatures, the appropriate vice president shall also approve the procedures and technologies for authentication, nonrepudiation, and integrity as proposed by the information services and technology department based upon by the nature of the transaction.
 - (3) Electronic signature documentation shall be maintained in accordance with the university record retention schedule or as specified in the approval of the appropriate vice president.