

process for undertaking an appropriate analysis before approving the use of e signatures, e-transactions or e-records for specific University transactions; and, based on such analysis, to designate those college

transactions in which e-signatures, e-transactions, and e-records shall be required in place of handwritten documents.

2.2.4 The security requirements for the College's transaction include, but are

not limited to, password policies, secure transmission policies, access control policies, and other relevant Administrative Regulations, as well as

pertinent federal and state regulations.

SECTION 3. COMPLIANCE

3.1 Violations

3.1.1 It is a violation of this policy for an individual to sign the College's

transaction on behalf of another individual unless that individual has

3.1.2 Individuals shall report any suspicious or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department.

