

Policy Information

Number: 5.25

Name: Electronic Signature Policy

Effective Date: December 15, 2020

Next Review Date: AY2025–2026

Regulatory Authority

- [MinnState Board Policy 5.25 Use of Electronic Signatures](#)

Part 1. Policy Background.

North Hennepin Community College recognizes an electronic signature as a valid signature from faculty, staff, and students. Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, etc. Faculty and staff use electronic signatures for submitting grades, completing administrative forms, logging into campus computers, accessing protected data through custom web applications, etc.

Part 2. Campus Review.

Review Action

Date(s)

Campus Community Review Period:	October 19–November 6, 2020
Diversity, Equity, and Inclusion Committee Review:	November 10–24, 2020
AFSCME Review:	November 10–December 1, 2020
MAPE Review:	November 10–December 11, 2020
MMA Review:	November 10–December 11, 2020
Shared Governance Council Review:	December 11, 2020
Student Senate Review:	December 3, 2020
President Rolando Garcia Approval:	December 15, 2020
Campus Community Dissemination:	December 15, 2020

History.

- New policy, adopted August 27, 2012
- Reviewed Fall 2020, renumbered from 5.30 to 5.25 to align with Board Policy