

Procedure Information

Number: 5.25.1

Name: Electronic Signature Procedure

Effective Date: December 15, 2020

Next Review Date: AY 2025–2026

Regulatory Authority

- [MinnState Board Policy 5.25 Use of Electronic Signatures](#)
- [MinnState System Procedure 5.25.1 Use of Electronic Signatures](#)
- [Family Educational Rights and Privacy Act \(FERPA\) 20 U.S.C. 1232g](#)
- [Family Educational Rights and Privacy Act \(FERPA\) 34 CFR Part 99](#)
- [Minnesota Government Data Practices Act Chapter 13](#)

Part 1. Policy Background.

Subpart A. Valid Electronic Signature.

An electronic signature is considered valid when:

1. Institution provides student or employee with a unique username or ID number
2. Student or employee sets their own password
3. Student or employee logs into a secure site using both the username or ID and the password

Subpart B. Responsibilities.

It is the responsibility and obligation of all individuals to keep their passwords private so others cannot use their credentials. Once logged in, students or employees are responsible for any information they provide, update, or remove. Students and employees are also responsible for logging out of all systems. North Hennepin Community College will take steps to ensure the password is protected and kept confidential.

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 procedure, adopted August 27, 2012
- Reviewed Fall 2020, renumbered to 5.25.1 to align with MinnState System Procedure; updated to reflect current campus practice