

Digital Signature:

1. Where their use meets all applicable legal, policy, and security requirements, the University encourages the use of Electronic Signatures, Electronic Transactions, and Electronic Records to increase efficiency and save resources. To the fullest extent permitted by law, the University accepts Electronic Signatures as legally binding and equivalent to handwritten signatures to signify an Agreement. Where the University relies on Electronic Signatures, accessible options or other equally effective alternative means for completing the transaction will be provided.
2. University units may, at their discretion, request to conduct electronically University transactions for which they are responsible. Such requests are reviewed by the . The CIO is responsible for reviewing all requests submitted by University units to conduct University transaction by electronic means. To this end, the CIO will collaborate with other units as necessary or appropriate, including, but not limited to, Contracts, Purchasing, and Risk Management, Disability Resources, and the Office of General Counsel.
3. The consent of a party to agree to their Electronic Signature being effective may be inferred by the actions in conducting a transaction electronically; however, as set forth in Section G, students must have an affirmative opportunity to consent to conducting their federal financial aid transactions with the University and to receive related notices electronically.
4. The University may approve the use of Electronic Signatures, except in cases when doing so is prohibited by federal or state law or ABOR or University Policy (see section D for additional information).
5. This policy does not i) require the use of Electronic Signatures, Electronic Transactions, or Electronic Records; ii) limit -electronic form on paper; or iii) available on paper when required by applicable law, regulation, or policy.
6. The University will make available to the relevant parties an unaltered, fully executed, complete electronic copy of electronically signed Electronic Records. All Electronic Records shall be retained in accordance with the record retention requirements prescribed by the Arizona State Library, Archives and Public Records Division of the Arizona Secretary of State and University policy.

D. Approval of Electronic Transactions

Upon request by members of , the CIO will consider the appropriateness of and may designate specific University transactions to be conducted electronically using Electronic Signatures and Electronic Records. The CIO will ensure that all University transactions that are approved to be conducted electronically are listed in the *List of Approved Electronic Transactions*. Transactions that do not appear on the *List of Approved Electronic Transactions* are not approved by the University to be conducted electronically.

E. Security Procedures

1. The intent of this policy is to establish a framework for undertaking appropriate analysis and for approving the use of Electronic Signatures, Electronic Transactions, and Electronic Records on a case-by-case basis.
2. The University will adopt Security Procedures for its various uses of Electronic Signatures, Electronic Transactions, and Electronic Records that are practical, appropriately secure relative to the nature of the transaction or Agreement, that balance risk, cost, workability, and efficiency, and that comply with applicable law, regulation, and policy.
3. The Security Procedures for User Authentication may include, but are not limited to, use of the Central or any successor, multi-factor authentication, or Digital Signatures.
4. User Authentication and User Authorization levels must be consistent with the security requirement appropriate for the specific University transaction or Agreement, including, but not limited to, password guidelines, secure transmission standards, and access control methodologies.

Executive Leaders: submit requests to the CIO when seeking to deploy or utilize Electronic Signatures or Electronic Transactions.

Information Security Services: provide information security recommendations regarding Electronic Transactions; receive and act on reports of falsified Electronic Records in coordination with the CIO.

PROCEDURES

There are no procedures associated with this policy.

RELATED INFORMATION

Forms or Tools

Cross-References

[Appropriate Use of Information Technology](#)

[Contract Signature Authority](#)

[Electronic Mail](#)

Sources

[Arizona Revised Statutes §18-106](#)

[Arizona Revised Statutes § 44-7041](#)

[Americans with Disabilities Act of 1990, as Amended](#)

[Arizona Electronic Transactions Act \(A.R.S. Title 44, Chapter 26, §§ 44 7001, 7051\)](#)