

SECTION: Student Policies

SUBJECT: Electronic Signature and Email Policy

Background: This policy allows students, or faculty, to submit an email in lieu of a written signature.

Point of Contact: Registrar/Director of Admission

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Any office that requires a student signature to process documents.

Date of approval by LCSC authority: October 14, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: 10/2013

Summary of Major Changes incorporated in this revision to the policy: Email policy more clearly defined to meet the Family Educational Rights and Privacy Act (FERPA) regulations.

Email is an official means of communication at LCSC. FERPA does not prohibit the use of email for transmitting FERPA protected information to students through LCMail, nor does it prohibit anyone with educational interest (faculty, staff, coaches, administration) from sending emails through lcsc.edu accounts provided that the processes below are followed. However, like information disclosed over the telephone or via U.S. mail, information disclosed via email does not guarantee privacy.

To abide by FERPA regulations and to allow students and faculty to send electronic requests and approvals in lieu of written signatures, the following processes are outlined.

1. Prospective Students:
 - A. All campus divisions and offices will correspond with prospective students via ANY email address the prospective student provides.
 - B. Upon application to the college, students are informed in writing they will be provided with an LCMail email account and that this is the official method by which the college will begin to communicate with them.

2. Enrolled Students:
 - A. LCMail is the student's official means of communication with the institution. Faculty and staff will use lcsc.edu or LCMail to send FERPA-approved directory information electronically to students. A username and password for LCMail is created when an applicant applies to LCSC. This username will remain the same during all subsequent enrollments at LCSC, and can be retained for personal use as an LCSC alumnus or alumnae.

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- B. For current students, emails (including requests to change an address) will be accepted from LCMail accounts only, in lieu of a hard-copy signature.
- (1) The email from the student must include the student ID number within the body of the email. Students should not include their ID number in the email subject line.
3. Faculty:
- A. Emails will be accepted from faculty for such requests as course limit overrides, pre-requisite overrides, grade changes, etc. from their official college email address (@lcsc.edu), in lieu of a hard-copy signature.
- B. Any information that is directory information according to the Family Educational Rights and Privacy Act (FERPA) may be included in the subject line of the email and will not violate FERPA. Non-directory information, including student ID, date of birth, social security number, etc. must **not** be included in the subject line of the email. (*See the Data Privacy page at: <http://www.lcsc.edu/registrar/data-privacy/>.* Any non-directory information sent in the body of the email that is personally identifiable (grades, test scores, etc.) creates a student record which falls under FERPA protection and requirements.
5. Adding Classes via Email:
- A. Students who want to add a regular or online course that has a restriction or requires a faculty signature must send an email to the instructor with their request.
- B. The instructor granting enrollment will respond with their approval email and cc registrar@lcsc.edu. The student's original email must be forwarded with the instructor's response.
- C. The Registrar's Office staff will make the change for the student and send the student a confirmation email to his/her LCMail account.
6. EXEMPTIONS TO THIS POLICY:
- A. Email requests will NEVER be accepted for transcript requests
- B. Email requests will NEVER be accepted in lieu of actual signatures on a Program Information Form (PIF).
- C. Email requests will NEVER be accepted in lieu of an actual completed petition form with \$5 fee paid
- D. Career & Advising Services will allow ANY email address for requesting Credential Files
- E. The Financial Aid Office strongly suggests LCMail, but in certain circumstances (such as requesting forms) they will allow ANY email address.