

SECTION: 5.0 STUDENT POLICIES  
SUBJECT: ELECTRONIC SIGNATURE AND EMAIL POLICY

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**Title:** Electronic Signature and Email Policy

**Background:** This policy allows Lewis-Clark State College (LC State) students, or faculty, to submit an email to request a process or action in lieu of a required written signature of approval.

**Point of Contact:** Registrar & Records Office

**Other LC State 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 LC State authority:** October 2008

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** May 2025

**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, new email address, and other data security requirements.

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Email is an official means of communication at LC State. FERPA does not prohibit the use of email for transmitting FERPA protected information to students through WarriorMail, 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.

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 must be adhered to:

**1. Prospective Students**

- A. All campus divisions and offices may correspond with prospective students via ANY email address the prospective student provides.
- B. Upon admittance to the college, students are provided with a WarriorMail email account that is the official method by which the college will begin to communicate with them.

**2. Enrolled Students**

- A. Definitions for the below sections:
  - a. 1) PII information - information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. See [Policy 1.211](#) section 4.A for examples of PII.
  - b. FERPA - see [Policy 1.117](#) for examples of directory and non-directory information.
  - c. LeapFile – a secure portal to send information to select LC State offices on campus.
  - d. WarriorMail – official student email issued by the institution to students.
  - e. WarriorWeb – the online student portal that allows the student to register for classes, sign forms, pay for classes, and access other self-service portals. It is accessed through single sign-on via the [WarriorHub](#).
- B. WarriorMail is the student's official means of communication with the institution. Faculty and staff may use only lcsc.edu to send FERPA-approved directory information electronically to

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students. WarriorMail is created when a student is admitted to LC State. This email will remain the same during all subsequent enrollments at LC State..

- C. Students should never send Personally Identifiable Information (PII) or PII documentation through WarriorMail, however, they may use LeapFile, fax, the application portal, or WarriorWeb to upload their documents, depending on the office that needs the information.
- D. For current students, emails (including requests to change an address) will be accepted from WarriorMail accounts only, in lieu of a hard-copy signature.
  - i. The email from the student must include the student ID number within the body of the email.

### 3. Faculty and Staff

- A. May share student information containing specific PII information via Microsoft Office 365 email (lcsc.edu) accounts, share drives, and Teams folders with other campus constituencies – assuming they have an educational right to know and need to know. Acceptable information shared in this manner would be total withdrawal automatic emails, advisor assignment emails, substitution requests, PIFs, add/drop requests, transfer student reports, and other emailed information on Registrar and Records Office forms. PII must be limited to the information required for these specific forms and processes.
- B. LC State employees may share documents containing non-directory student information in the following ways:
  - i. Email: All emails containing non-directory student information must be encrypted. The sender is responsible for determining the appropriate level of encryption. Options include: Encrypt-Only (use when the recipient needs to view the email but should not forward or modify the content, Do Not Forward (Use when the email should not be forwarded, printed, or copied by the recipient. This setting adds an additional layer of protection to prevent unauthorized sharing.)
  - ii. Network Drives: Documents stored on-premises on LC State servers. Permissions are managed through the IT Department.
  - iii. Microsoft Teams, OneDrive, and SharePoint: Owner of document must ensure that the correct security settings are applied to restrict access. Access to files must be limited based on role and necessity. Document and Team permissions should be regularly reviewed and updated as necessary.

Students should never send PII through WarriorMail. They should utilize a secure file transfer system such as LeapFile or WarriorWeb to submit documents containing PII.

### 4. Adding Classes via Email

- A. Students who want to add a course that has a restriction or requires a faculty signature must send an email from their *students.lcstate.edu* account 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 WarriorMail account.

### 5. Exemptions to this Policy

- A. Email requests will NEVER be accepted for official transcript order requests.

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- B. The Financial Aid Office will ONLY accept WarriorMail in lieu of a hardcopy signature for requesting forms, work-study, loan changes, aid cancellations or other limited information requests.
- C. Name change requests must be submitted by hardcopy form with supporting documentation directly to the Registrar's Office in person, through the WarriorHub, or using LeapFile. No email requests for a name change will be accepted.
- D. Social security numbers or copies of the social security card should never be sent via email.