Title 5 Section 54300 of subchapter 4.5 Electronic Applications and Electronic Signatures

(a) Community college districts may authorize the electronic submission of any admission form or student form or document.

(b) Electronic signatures in lieu of manual signatures may be used on any documents requiring a signature, providing the electronic signature meets the following standards, unless otherwise required to meet a higher standard under federal or state regulation or law:

(1) It is unique to the person using it.
(2) It is capable of verification.
(3) It is under the sole control of the person using it.
(4) It is linked to data in such a manner that if the data are changed, the digital signature is invalidated.
(5) It conforms to regulations adopted by the Secretary of State.

(c) Prior to the electronic submission of any information, districts will inform applicants and students of the relative security of the information they submit electronically.


HISTORY
1. New subchapter 4.5 (section 54300) and section filed 5-13-99; operative 6-14-99 (Register 99, No. 20).
2. Amendment of section heading, section and Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
3. Amendment of section and Note filed 4-9-2015; operative 5-9-2015. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2015, No. 17).

Current as of 6/30/17

Implications for DSPS:
DSPS coordinators or directors should work with their District regarding their policy and procedures regarding electronic signatures.

If the student is unable to sign due to the nature and/or severity of their disability, or because the student completed the required information online a certificated DSPS staff member may sign on their behalf, with a notation that a signature cannot be obtained.