



Electronic Signature Statement

Arcadia University (“Arcadia”) authorizes the use of preapproved electronic signatures on contracts processed in conjunction with the University’s [Contract Review and Approval Policy](#) and [Contract Signing Authority Policy](#).

Under Pennsylvania’s Electronic Transactions Act, an electronic signature is enforceable and is the legal equivalent of the authorized signer’s manual signature. Arcadia defines an electronic signature as an electronic or digital signature which is executed by an individual with the intent to be bound, unique to the person using it, capable of verification, and under the sole control of the signatory. The enforceability, construction, interpretation, and validity of an electronic signature will be governed by the laws of the Commonwealth of Pennsylvania and the United States.

At Arcadia, only a defined group of individuals have [contract signing authority](#) and can sign agreements on behalf of the University. If such individuals seek to utilize an electronic signature instead of a “wet” (ink) signature, they should do so using a software program approved by Arcadia, such as DocuSign or AdobeSign, which authenticate users by password and produce a time stamp for the digital signatures, rather than relying on electronic signatures that do not incorporate security measures and which are typed, copied, pasted, drawn, or embedded as an image into a document. The other parties to the contract are expected to use the same software program and abide by the same standards. Inquiries about approved software programs should be directed to Information Technology via the [Help Desk](#). Information Technology will consult with Arcadia’s Office of General Counsel as needed.

Along the same lines, when signatures are sought by Arcadia officials for important internal documents like fee agreements, and instead of a “wet” (ink) signature an electronic signature is sought, care should be taken to ensure that the electronic signature is, as described above, executed by an individual with the intent to be bound, unique to the person using it, capable of verification, and under the sole control of the signatory. Instead of relying on electronic signatures that do not incorporate security measures and are typed, copied, pasted, drawn, or embedded as an image into a document, signatures should be sought using a software program approved by Arcadia, such as DocuSign or AdobeSign, or other security measures, such as electronic forms built into password-protected employee or student accounts. Again, inquiries should be directed to Information Technology, which will consult with Arcadia’s Office of General Counsel as needed.

Arcadia may authorize the use of less formal means for internal approvals, such as contract routing forms or the like. Any use of less formal means of electronic approvals should be approved prior to implementation. Again, questions should be directed to Information Technology, which will consult with the Office of General Counsel as needed.

Note: Information Technology maintains a set of electronic signature [FAQs](#).