



# WEST LIBERTY UNIVERSITY

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## **7.1.2 Acceptable Signature Guidelines and Policy**

**07.13.20**

### **Acceptable digital/electronic signatures**

- A handwritten signature on a document is valid, including when the entire document is scanned or faxed to the university.
- A graphic image of a signature placed on a document using secure software that verifies the identity of the user on the other end (e.g. DocuSign, Adobe) is valid.
- Marks, initials, or checkboxes provided through an online form that is accessible only after inputting one's WINS credentials and is tied to that individual's WINS account are valid (for student or employee signatures).

### **Unacceptable digital/electronic signatures**

- A graphic image of a signature placed on a document and not verified by secure software is generally discouraged, and will not be acceptable.
- A typewritten name, regardless of font, that has not been verified by secure software or through WINS verification is not valid.
- An email from an email address other than the student's official WLU email address, text message communications from any phone number, social media communications, or any other unauthenticated communication is not acceptable.

### **An exception**

- Loan programs that require a student's signature are subject to different requirements than those listed above. Please see U.S. Department of Education guidance.