

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Policy on Using the Dean's Electronic Signature and Dean's Office Letterhead**

Department policy approved June 6, 2025. Effective immediately.

Revision history: New policy.

Related policies: Contract Approval and Signing Authority Policy

Scheduled Review Date: May 2028 (Office of the President & Dean)

#### **A. Overview**

No department or person may use or apply the Dean's signature without prior written approval.

To ensure appropriate and consistent use of the Dean's signature, all departments must seek approval from the Dean before using the Dean's signature in any format. This policy applies to all requests involving digital signatures, including but not limited to DocuSign signatures, wet signatures, and notarized documents. The Dean will authorize the signature to be attached only to final, approved documents.

No one with access to the Dean's electronic signature has the authority to share it with others inside or outside Southwestern without receiving prior written approval from the Dean. Moreover, except as noted in Section B(5), an individual who possesses a file with the Dean's electronic signature may not apply it to future or similar documents without the Dean's advance written approval.

#### **B. Procedures**

##### **1. Review and approve document language**

If a department or individual needs the Dean to review and approve the document language before the signature is requested, the document must be emailed directly to the Dean for review.

##### **2. Digital signature on Office of the President and Dean letterhead**

Department heads and other staff must submit requests to the Dean's Executive Assistant to use the Dean's digital signature on the Office of the President and Dean letterhead. The Dean's Executive Assistant will obtain the Dean's approval

before inserting the signature. Generally, any letter the Dean signs should be placed on Office of the President and Dean letterhead.

No one may edit or create alternate versions of the Office of the President and Dean letterhead without the Dean's advance written approval.

**3. DocuSign requests**

The individual seeking the Dean's signature should send a DocuSign document directly to the Dean from their DocuSign account or the department's DocuSign account. If a department does not have a DocuSign account, they should send the document to the Dean's Executive Assistant for processing.

**4. Wet signature and notarization**

Requests for wet signatures, including those requiring notarization, must be submitted to the Dean's Executive Assistant to coordinate scheduling with the Dean. Please allow up to five business days to coordinate the in-person signing.

**5. Exceptions**

**a. *Communications & Marketing***

The Communications & Marketing office may affix the Dean's signature to marketing materials the Dean has approved.

**b. *Institutional Advancement***

The Institutional Advancement Office may affix the Dean's signature to congratulatory and thank-you letters after the Dean has approved the content of each letter.

**c. *Registrar***

The Registrar may affix the Dean's signature to diplomas for students who have satisfied the graduation requirements.

**C. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.