




MEMORANDUM

FROM: Matthew Ernst 
Vice President Digital Services, Business Development, & Learning

EFFECTIVE: April 1, 2020

RE: Adobe Sign Compliance with Title 21 CFR Part 11 for Electronic Signature

Thomas Jefferson University (“Jefferson”) has implemented Adobe Sign in compliance with electronic signature requirements per Title 21 CFR Part 11¹.

Jefferson Adobe Sign users have individual controlled access to the tool with validation via their Jefferson Email, which is referenced as campuskey@jefferson.edu. Single sign on is utilized for access to the tool. Signatures are assigned via Email, so only applicable signature blocks will be available to the signatory to complete. A computer-generated time-stamped audit trail is included with each completed Adobe Sign document. The audit trail includes the date and time the document was created in Adobe Sign and then Emailed, viewed, and signed by each signatory.

Pursuant to Title 21 CFR Section 11, this Memorandum is to certify that Thomas Jefferson University intends that all electronic signatures executed via Adobe Sign are the legally binding equivalent of traditional handwritten signatures.

¹ Title 21CFR Part 11 is the part of Title 21 of the Code of Federal Regulations that establishes the United States Food and Drug Administration (FDA) regulations on electronic records and electronic signatures. Part 11, as it is commonly called, defines the criteria under which electronic records and electronic signatures are considered trustworthy, reliable, and equivalent to paper records (Title 21 CFR Part 11).

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