
Policy Title:	University Seal Use		
Policy No:	1503	Approval date:	March 7, 2012
Approval Body:	Academic Council		
Effective Date:	March 7, 2012	Review date:	March 2015

Policy Statement

University Canada West's official seal can only be used for specific governance and records purposes under the control and direction of the University Registrar. When the official seal requires replacement, the Registrar ensures the old seal is destroyed securely. This policy outlines the usage of the official seal and its safety and security.

Purpose

University Canada West's official seal is used to authenticate official documents including but not limited to official transcripts, degree parchments, letters of acceptance, and immigration documents.

Scope

The University Seal Use policy applies to the documents released by the Registrar's Office and or the Office of the President. The President and the Registrar (or designate) are permitted to use the official. No other individuals are permitted to use the official seal, unless directed by the President.

The seal design contains a raised border enclosing the full name of the University, the date it was established, and a graphic element unique to UCW and its brand.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Seal	A device that creates an embossed impression of an image on paper

Related legislation

Degree Authorization Act

Related policies

none

Responsibility

The Registrar's Office is responsible for ensuring the safety and security of the official seal. The Registrar's Office controls the usage of the official seal ensuring it is only available for the Registrar's Office and President's use. The official seals are secured and stored in the Registrar's Office.

The President is responsible for designating positions authorized to use the official seal.

PROCEDURES

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The Registrar or designate affixes the official seal on official documents including but not limited to official transcripts, degree parchments, letters of acceptance, and immigration documents.

The Registrar's Office stores the official seal in a locked and secure place.

When the official seal required replacement, the Registrar destroys the seal plate in a secure fashion and obtains a replacement.