

COLLEGE SEAL POLICY

This document is the parent policy for any related College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Operations
Approval Date:	June 30, 2021
Effective Date:	July 29, 2021
Policy Owner:	President and CEO
Policy Administrator:	Vice President, Administration and Chief Financial Officer
Objective:	<p>To ensure appropriate and consistent usage of the College Seal.</p> <p>The Bylaws of the Board of Governors set out the provision of a College Seal for official corporate and academic purposes.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governor's Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
Policy:	<p>The college will utilize the College Seal for legitimate purposes when requested for corporate and academic documentation.</p> <p>Any image embodied in the College Seal will be protected by trademark, official mark, and copyright in accordance with the laws of Canada.</p> <p>Changes to the College Seal must be approved by the President and CEO.</p>
Definitions:	<p>College Seal: distinct and unique imprinted mark used to endorse corporate and academic documents executed in the name of NorQuest College.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • College Seal Procedure • Signing Authority Policy
Related External Information:	N/A
Next Review Date:	May 2025
Revision History:	<p>April 2013: new (replaces Standard Practice 4.2 College Seal) August 2013: update for document links and branding July 2015: update document standards, document links and next review date May 2017: scheduled review; update authority statement August 2019: Compliance Office template & reorganization update June 2021: reviewed as per Policy and Procedure Framework Procedure</p>