



College Seal Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	College Seal Policy
Approval date	April 24, 2025
Effective date	April 24, 2025
Procedure owner	President and CEO
Procedure administrator	Vice President, Administration and Chief Financial Officer

Overview

The College Seal may be affixed to official corporate and academic documentation.

Authority to establish this procedure 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.

Procedure

The College will have two College Seal imprinting devices. One device will be used to apply the College Seal for official corporate documentation which shall be in the custody of the Vice President, Administration and Chief Financial Officer (CFO). A second device will be used to apply the College

Seal for official academic documentation which shall be in the custody of the Manager, Registrar.

Each College Seal will be securely stored with access by authorized personnel only and will be made available for use in a location that allows vigilant oversight.

The use of the College Seal under the jurisdiction of the Vice President, Administration and CFO may be administered by the Vice President, Administration and CFO or the College Administration and CFO Executive Associate. The Vice President, Administration and CFO ensures that a record of all documents to which the College Seal has been affixed for corporate business is maintained. The record will include:

- Full name of the person requesting the application of the College Seal,
- Description of the document to be sealed including full names of parties thereto,
- Date the College Seal was applied, and
- Full name of the person who affixed the College Seal.

The College Seal under the jurisdiction of the Manager, Registrar is limited to use on official academic documents describing a student's or graduate's academic relationship to the College. Official academic documents include:

- Transcripts,
- Certificates,
- Diplomas,
- Post-diploma Certificates,
- Student Records,
- Enrolment verification letters and forms,
- Completion letters for international students, and
- Student loan confirmation forms.

Permission to affix the College Seal to academic documents other than to those listed above shall be obtained from the Manager, Registrar, and must be recorded in the same manner as corporate business documentation.

The use of the College Seal under the jurisdiction of the Manager, Registrar may be administered by the Manager, Registrar, Associate Registrar Enrolment, Enrolment & Records Administrators, Credit Audit Analysts, or Records Management representatives.

Transcripts, diplomas, and certificates may have the College Seal imprinted by a printer on the original stock.

The College Seal may not be reproduced or used in printed form, including in publications, promotional material, marketing documents, or web/internet applications, with the exception as noted above.

Definitions

College Seal: distinct and unique imprinted mark used to endorse corporate and academic documents executed in the name of NorQuest College.

Related information

NorQuest College

- [College Credentials Policy](#)
- [College Seal Policy](#)
- [Signing Authority Policy](#)

External

- N/A

Next review date

April 2029

Revision history

Date	Version Number	Action
April 2013	V1	New (replaces Standard Practice 4.2 College Seal).

August 2013	V2	Update for document links and branding.
July 2015	V3	Update document standards, document links and next review date.
May 2017	V4	Scheduled review; update authority statement and use of seal for academic purposes.
August 2019	V5 (published as V4-C)	Compliance Office template & reorganization update.
June 2021	V6 (published as V5)	Updated the list of official academic documents and who may administer the seal under the jurisdiction of the Registrar.
April 2025	V7	Revised storage requirements, added post-diploma certificates to the list of official academic documents and updated who may administer the seal under the jurisdiction of the Registrar. Edited for clarity.