



College Seal Policy

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

Functional category	Operations
Approval date	April 16, 2025
Effective date	April 16, 2025
Policy owner	President and CEO
Policy administrator	Vice President, Administration and Chief Financial Officer

Objective

The purpose of this Policy is to ensure the appropriate and consistent usage of the College Seal.

The Bylaws of the Board of Governors set out the provision of a College Seal for official corporate and academic purposes.

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.

Policy

The college will utilize the College Seal for legitimate purposes when requested for corporate and academic documentation.

Any image embodied in the College Seal will be protected by trademark, official mark, and copyright in accordance with the laws of Canada.

Changes to the College Seal must be approved by the President and CEO.

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 Seal Procedure](#)
- [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
August 2019	V5 (published as V4-C)	Compliance Office template & reorganization update

June 2021	V6 (published as V5)	Reviewed as per Policy and Procedure Framework Procedure
April 2025	V7	Reviewed. No substantive changes made, except for grammatical clarity.