

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:	July 29, 2021
Effective Date:	July 29, 2021
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 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.

Procedures:

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 Senior Manager, Registrar.

Each College Seal will be secured in a locked safe and will be made available for use in a secure 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 Senior 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,
- Student Records,
- Enrolment verification letters and forms,
- Completion letters for international students, and
- Student loan confirmation forms.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Permission to affix the College Seal to academic documents other than to those listed above shall be obtained from the Senior 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 Senior Manager, Registrar may be administered by the Senior Manager, Registrar, Associate Registrar, Student Records, Graduation Administrator, 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, with the exception as noted above, including publications, promotional material, marketing documents, or web/internet applications.

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

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

N/A

May 2025

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 and use of seal for academic purposes
 August 2019: Compliance Office template & reorganization update
 June 2021: updated the list of official academic documents and who may administer the seal under the jurisdiction of the Registrar