



## BCIT Corporate and Academic Seal Policy

Policy No:	1004
Category:	Financial Services
Approving Body:	Board of Governors
Executive Division:	Chief Financial Officer
Department Responsible:	Chief Financial Officer
Most Recent Revision:	2007, October 16

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### Policy Statement

The BCIT corporate seal, the BCIT academic seal and the BCIT Marine Campus academic seal are imprinted institutional identifying marks used on legal documents, agreements or documents authenticating academic status.

### Purpose of Policy

The purpose of this policy is to explain the use and custody of the BCIT corporate seal, the BCIT academic seal and the BCIT Marine Campus academic seal.

### Definitions

#### **Corporate Seal**

The corporate seal is the distinct and unique imprinted identification mark used to authenticate contracts, agreements and other legal documents executed in the name of BCIT.



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### **Academic Seal**

The academic seal is the distinct and unique imprinted identifying mark used by the Office of the Registrar to authenticate BCIT's academic documents, other than the academic documents of the Marine Campus.

### **Marine Campus Academic Seal**

The Marine Campus academic seal is the distinct and unique imprinted identifying mark used by the Associate Dean or delegate of Marine Programs to authenticate academic documents.

## Responsibilities

### **Corporate Seal**

The use of the corporate seal is limited to, and authorized, or is delegated, by specific resolution of the BCIT Board of Governors. The corporate seal shall not be reproduced or used in printed form.

### **Academic Seal**

The academic seal is limited to use on academic documents designated by the Registrar, describing a student's or graduate's academic relationship to BCIT, such as enrollment, attendance, grades and/or graduation.

The Registrar may designate other uses of the academic seal such as embossing of graduation credentials.

The academic seal shall not be reproduced or used in printed form.

### **Marine Campus Academic Seal**

The Marine Campus academic seal is used by the Associate Dean or delegate of Marine Programs to authenticate academic documents required by Transport Canada as required under *section 4 of the Canada Shipping Act, Marine Certification Regulations*.



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The Marine Campus academic seal shall not be reproduced or used in printed form.

### **Who Should Know About This Policy**

BCIT Board of Governors  
Institute Executive  
Chief Financial Officer  
Relevant Deans, Associate Deans, and Directors  
Secretary to the Board of Governors  
Registrar  
Registrar's Staff  
Marine Campus Staff  
Director of Safety and Security

### **Related Documents and Legislation**

*Canada Shipping Act, Marine Certification Regulations; section 4.*

### **Amendment History**

Effective Date of Policy	1986 April 01
Revision 1	1997 September 01
Revision 2	2003 June 30