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## BCIT Corporate Seal and Academic Seal Procedure

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Approval Body:	Board of Governors
Executive Sponsor:	Chief Financial Officer & VP Finance and Corporate Services
Department Responsible:	Financial Services
Directory of Records Class:	0650-10
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### Objectives

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.

This procedure describes the process for using and safeguarding the BCIT corporate and academic seals. Following this procedure will ensure that BCIT official sealed documents are created and used as legal documents.

### Who This Procedure Applies To

This procedure applies to all BCIT employees.

### Related Documents and Legislation

#### BCIT Policies

Policy 1004, BCIT Corporate Seal and Academic Seal

### Procedure

#### Corporate Seal

The imprinting device used to apply the corporate seal is in the custody of the Secretary to the Board of Governors, and apart from occasions when in use, the imprinting device is securely locked in the office of the Secretary to the Board of Governors.

The Secretary to the Board of Governors maintains a record of all documents to which the corporate seal has been affixed. The record includes:

1. Full name and signature of the officer requesting use of the seal.
2. Description of the documents to be sealed including full names of parties thereto.
3. Date the seal was applied.

The Senior Director, Safety, Security and Emergency Management is responsible for the custody of a spare corporate seal, which is securely locked in a safe in the Director's office.

No other BCIT offices shall possess or use the corporate seal.

#### Academic Seal

The imprinting device used to apply the academic seal is in the custody of the Registrar's designated staff and, apart from occasions when in use, is securely locked in a safe in the Burnaby campus Student Records department.

A second imprinting device used to apply the academic seal is in the custody of the Registrar's designated staff at the Aerospace Technology Campus and, apart from occasions when in use, is securely locked in a safe located at the Aerospace Technology Campus.

**Marine Campus Academic Seal**

The imprinting device used to apply the Marine Campus academic seal is in the custody of the Associate Dean of Marine Programs (or delegate) and, apart from occasions when in use, is securely locked in a safe on the Marine Campus.

**Amendment History**

This procedure was previously incorporated into the policy document. It was created as a separate document 2017 May 03. See the policy for its previous revision history.

		Approval Date	Status
Created:	BCIT Corporate Seal and Academic Seal Procedure v1	2017 May 3	Replaced
Revised:	Procedure v2	2023 April 4	In Force

**Scheduled Review Date**

2025 April 04