



BCIT Corporate Seal and Academic Seal

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Category:	Finance
Approving Body:	Board of Governors
Executive Division:	V-P, Finance and Administration
Department Responsible:	V-P, Finance and Administration
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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.

Application of this Policy

This policy applies to BCIT employees.

Related Documents and Legislation

Canada Shipping Act, Marine Certification Regulations; section 4

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.

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 of Marine Programs (or delegate), to authenticate academic documents.

Duties and Responsibilities

Board of Governors – Corporate Seal

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

Registrar – Academic Seal

Duties and Responsibilities

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 may not be reproduced or used in printed form.

Associate Dean of Marine Programs – Marine Campus Academic Seal

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

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

Procedure

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.

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 actually 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 Director of Safety and Security 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 Registrar's designated staff and, apart from occasions when it is actually 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 it is actually in use, the academic seal is securely locked in a safe located at the Aerospace Technology Campus.

Procedure

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 it is actually in use, is securely locked in a safe on the Marine Campus.

Amendment History

1. Created	1986 Apr 01
2. Revision 1	1997 Sep 01
3. Revision 2	2003 Jun 30
4. Revision 3	2007 Oct 16
5. Revision 4	2009 Aug 05

Scheduled Review Date

2014 Aug 01