
BCIT Corporate Seal and Academic Seal

Policy No.:	1004
Category:	Finance
Approving Body:	Board of Governors
Executive Division:	VP, Administration and CFO
Department Responsible:	VP, Administration and CFO
Current Approved Date:	2017 May 03

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 purposes 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 all 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.

Duties and Responsibilities

Registrar – 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 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.

Procedures Associated With This Policy

1004-PR1, BCIT Corporate Seal and Academic Seal Procedure

Forms Associated With This Policy

None

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 5 |
| 6. Revision 6 | 2017 May 03 – Procedure separated from policy document. |

Scheduled Review Date

2022 May 01