

BCIT Corporate Seal and Academic Seal

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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.

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Who This Policy Applies To

This policy applies to all BCIT employees.

Related Documents and Legislation

Federal Legislation

Canada Shipping Act

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

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.

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

		<u>Approval Date</u>	<u>Status</u>
Created:	Corporate Seal and Academic Seal v1	1986 Apr 01	
Revised:	Corporate Seal and Academic Seal v2	1997 Sep 01	Replaced
Revised:	Corporate Seal and Academic Seal v3	2003 Jun 30	Replaced
Revised:	Corporate Seal and Academic Seal v4	2007 Oct 16	Replaced
Revised:	Corporate Seal and Academic Seal v5	2009 Aug 05	Replaced
Revised:	Corporate Seal and Academic Seal v6*	2017 May 03	Replaced
Revised:	Corporate Seal and Academic Seal v7	2023 Apr 04	In Force

**Procedure separated from policy document*

Scheduled Review Date

2025 April 04