

Original Approval Date: December 21, 2017

Parent Policy: [University Visual Identity Policy](#)

University Operational and Academic Seal Procedure

Office of Administrative Responsibility:	University Governance and Office of the Registrar
Approver:	<i>President and Vice-Chancellor</i>
Scope:	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate, graduate and Faculty of Extension students; postdoctoral fellows; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

University Governance has authority for administering the use of the **University Operational Seal**. The Office of the Registrar has authority for administering the use of the **University Academic Seal**.

Purpose

To ensure the proper management of the University Operational Seal and the University Academic Seal (the University Seals).

PROCEDURE

1. CUSTODY AND CONTROL OF THE UNIVERSITY SEALS

Custody and Control of the University Operational Seal and the operational seal book rests with University Governance. If the Operational Seal requires replacement, University Governance will ensure the authenticity of the duplicate and the proper destruction of the old seal.

Custody and Control of the University Academic Seal rests with the Office of the Registrar. If the Academic Seal requires replacement, the Office of the Registrar will ensure the authenticity of the duplicate and the proper destruction of the old seal.

2. USE OF THE UNIVERSITY SEALS

The University Operational Seal is used to authenticate official documents as set out in section four.

The University Academic Seal is to be used only on official academic documents as set out in section five.

3. THOSE AUTHORIZED TO AFFIX THE UNIVERSITY SEALS

- The University Secretary and/or the Secretary to the Board of Governors are authorized to affix the University Operational Seal. In their absence, the following positions are delegated the authority to affix the University Operational Seal and are listed in descending order dependent on availability:
 - Delegate as confirmed in writing by the University Secretary
 - General Counsel
 - President and Vice-Chancellor
- The Vice-Provost and University Registrar is authorized to affix the University Academic Seal and will delegate this authority to the staff that require the seal in the day-to-day transactions of the Registrar's Office and at Augustana Campus.

4. DOCUMENTS THAT MAY HAVE THE UNIVERSITY OPERATIONAL SEAL AFFIXED

The University operational seal may be affixed only to business documents to which the University is a party, and, in all cases where necessary or proper to affix the University Operational Seal. Such documents include, but are not limited to:

- Documents or agreements for which the law requires the University Operational Seal be affixed;
- Contracts such as for the construction of building projects. (Contracts related to Human Resources are not included);
- Statements of Death, as directed by the University of Alberta, Anatomical Gifts Program;
- Documents relating to the purchase, sale, mortgaging, development of or otherwise involving an interest in land;
- Documents associated with the release of Estates requiring validation by the University Operational Seal;

Other documents as deemed appropriate by the University Secretary or, when applicable, the delegated position under Section 4 hereof.

5. DOCUMENTS THAT MAY HAVE THE UNIVERSITY ACADEMIC SEAL AFFIXED

The University Academic Seal is to be affixed only to any and all official academic documents as outlined in the Degrees Procedure. The Academic Seal may therefore be affixed to:

- Certified copies of Degrees, Diplomas or Certificates
- Certified translation of Degrees, Diplomas or Certificates
- Official transcripts.
- Documents required for immigration or human resources purposes as dictated by immigration rules.

6. AFFIXING THE UNIVERSITY SEALS

- The party affixing the University Seals shall confirm that the document meets the criteria described in section four and five and that the party who signed the document has the appropriate signing authority, as indicated in Contract Review and Signing Authority Policy and the Parchment Procedure. Any exceptions from the criteria set out herein must be approved in writing by the University Secretary or delegate.
- Augustana Campus may affix the Academic Seal to official academic documents as outlined by the Vice-Provost and University Registrar. Augustana shall be responsible for custody and control of the Academic Seal in their possession.
- The University Seals are affixed directly over the signature of the University official.

- For the University Operational Seal, for record keeping purposes, the type of document and the number of documents sealed is recorded in the *University Operational Seal Register*. The party presenting the document(s) for sealing shall make the entry in the *University Operational Seal Register*. The party affixing the University Operational Seal shall initial the entry.

7. COMPLIANCE

- The University Seals may only be used in compliance with this procedure. Unauthorized use of the University Seals, or use of a seal purported to be the University Operational or Academic Seal, may constitute misconduct.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

University Operational Seal	Official symbol, under the jurisdiction of University Governance, to be used only on official business documents as required.
University Academic Seal	Official symbol, under the jurisdiction of the Registrar, to be used only on official academic documents.

FORMS

No forms for this Procedure. [▲Top](#)

RELATED LINKS

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[Degrees Policy](#) (UAPPOL)

[Degrees Procedure](#) (UAPPOL)

[Trademarks and Licensing Policy](#) (UAPPOL)

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