

<b>Policy Title:</b>	<b>Use of University Seal</b>
<b>Policy Number:</b>	<b>1010</b>
<b>Sponsor:</b>	<b>President</b>
<b>Contact:</b>	<b>Registrar</b>
<b>Approved by:</b>	<b>President</b>
<b>Date:</b>	<b>July 4, 2024,</b>
<b>Next Review Date:</b>	<b>May 15, 2027</b>

## 1. Statement

The University of Niagara Falls, Canada (UNF) official seal can only be used for specific governance and records purposes under the control and direction of the University Registrar. When the official seal requires replacement, the Registrar ensures the old seal is destroyed securely. This policy outlines the usage of the official seal and its safety and security.

## 2. Purpose

University of Niagara Falls, Canada's official seal is used to authenticate official documents including but not limited to official transcripts, degree parchments, letters of acceptance, and immigration documents.

## 3. Scope

The University Seal Use policy applies to the documents released by the Registrar's Office and or the Office of the President. The President and the Registrar (or designate) are permitted to use the official. No other individuals are permitted to use the official seal, unless directed by the President.

The seal design contains a raised border enclosing the full name of the University, and a graphic element unique to UNF and its brand. Optional University date may be included showing the establishment date of the university as an optional element within the seal design. This allows flexibility for future replacements or updates.

## 4. Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Seal	A device that creates an embossed impression of an image on paper.

**5. Responsibility**

The Office of the President is responsible for ensuring the safety and security of the official seal.

The Registrar's Office controls the usage of the official seal ensuring it is only available for the Registrar's Office and President's use. The official seals are secured and stored in the Presidents.

The President is responsible for designating positions authorized to use the official seal.