
BOARD POLICY ON ACADEMIC AND CORPORATE SEALS AND COAT OF ARMS OF UFV

Approval Authority	Board of Governors
Primary Contact	President
Related Policies / Legislation	Board policy direction University Planning and Directions (BPD-200) <i>University Act, s. 27 (2)(p)</i>

PHILOSOPHY

In the management, administration, and control of the affairs of the University, the Board of Governors (Board) is vested with responsibility for the care and control of the official Seal(s) and Coat of Arms of the University. The Academic and Corporate Seals of the University are emblems of authority and shall only be used by the Board or by Person(s), as authorized by the Board. The Coat of Arms of the University is to be used as an approved institutional symbol to visually represent the University in a variety of public contexts.

POLICY

The Academic and Corporate seals of the University add legitimacy and protect and authenticate UFV documents. The Coat of Arms serves as the official visual symbol representing the University. Each of these shall only be used as stated below:

COAT OF ARMS

The Coat of Arms is delegated to the custody and control of the President. The President will develop principles and guidelines for the use of the Coat of Arms, and these will be published along with all other guidelines for UFV branding. As UFV’s significant visual symbol, it will be used widely, but care will be taken to protect it from use in any way that may intend, imply, or infer disrespect to the symbol or UFV.

ACADEMIC SEAL

The Academic seal is delegated to the custody and control of the President. It may be affixed to UFV documents that authenticate academic status such as degrees, diplomas, and certificates when the appropriate approval has been granted, and to other academic records and reports. It may also be included in other official University documents, as appropriate.

CORPORATE SEAL

The Corporate Seal is delegated to the custody and control of President who is authorized to affix the seal to documents when they have been approved either by the Board or by an officer authorized by the Board.

All deeds, transfers, mortgages, instruments, or documents required to be in writing and to which the University is a party, are deemed to be properly executed when the Corporate Seal of the University is affixed and witnessed by the signature of an officer and the Board Chair or other persons authorized by the Board.

Any document affixed with the Corporate Seal, along with the signature(s) of person(s) with signing authority, as authorized by the Board, will be considered an official document that represents the act of the University.

The Academic and Corporate Seals of the University may not be reproduced or used by any other person or organization. The Coat of Arms may not be reproduced or used by any person or organization except as allowed for in the published guidelines.
