



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: CNA CORPORATE SEAL

Policy No.	PO-003	Division	President's Office
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	PO-003-PR	Effective Date:	December 17, 2025 (R2)

1. PURPOSE AND SCOPE

The purpose of the College of the North Atlantic (CNA) Corporate Seal Policy (the Policy) is to outline security measures and processes for the use of the CNA Corporate Seal (the Seal).

2. POLICY

It is the policy of CNA that the Seal will be used to legalize transactions and will be affixed to all legal documentation, contracts (as required), and graduation parchments.

3. PROCEDURE

The President shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History

Approved by President	March 17, 1998
Revision 1	November 4, 2016
Revision 2	December 17, 2025