



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: COLLEGE 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:	November 4, 2016 (R1)

1. PURPOSE AND SCOPE

The purpose of this policy is to outline security measures and processes for the use of the College Corporate Seal.

2. POLICY

It is the policy of the College that the College Corporate 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 this policy.

Approval History

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