



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: COLLEGE CORPORATE SEAL

Procedure No.	PO-003-PR	Division	President's Office
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	PO-003	Effective Date:	November 4, 2016 (R1)

PROCEDURE

1.0 Diplomas and Certificates

The Corporate Seal of the College will be issued to all campuses except Seal Cove and Ridge Road Campuses - use of seal at these two Campuses will be administered through the office of the Assistant Registrar at Prince Philip Drive. At the campuses designated to receive a College corporate seal the Registrar's representative will be authorized to use the seal **ONLY** for the issuance of certificates and diplomas as well as the following student related admission/attendance documents:

- A. Student transcripts and Records of Achievement;
- B. Driver's Licence change forms (normally related to students in transportation program);
- C. Federal and Provincial Pension forms - certifying attendance;
- D. Bank forms - certifying attendance;
- E. Municipal school tax waivers for students;
- F. Court forms certifying students "status"; e.g., jury duty;
- G. Verification of attendance for scholarship trust organizations; e.g. Canadian Scholarship Trust (CST).

Permission to affix the Seal to student related documents other than to those listed above shall be obtained from the Senior Vice President Academic and Chief Learning Officer.

An appropriate security system for the College Corporate Seal at each campus will be established by the Registrar's representative in consultation with the Campus Director / Manager.

At the Campus level, the College Corporate Seal will not be used for any application other than as listed above unless official authorization has been received from the President. In such case, the use of the seal will be logged by the President's office as per item 2.0 below.

2.0 Other Applications for Affixing the Corporate Seal

All applications of the College Corporate Seal not included in Section 1.0 above will be executed by the Office of the President or by the Board.

A College Corporate Seal will be secured in the Office of the President and a log will be maintained of all documents to which a Corporate Seal has been affixed or approved by either the President or the Board.

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