



UNIVERSITY CORPORATE AND ACADEMIC SEALS

1. Purpose

1.1 This policy defines the permitted use and any restrictions on the use of the University's academic seal and the University's corporate seal.

1.2 This policy further defines:

- the offices that will be responsible for safeguarding the academic seal and the corporate seal (collectively, the "**seals**");
- the individuals who will be authorized to affix the seals; and,
- the offices with the authorization for approving the use of the seals.

2. Jurisdiction/scope

2.1 This policy applies to all members of the University community and to all usage of the University name, corporate and academic seals.

Policy

University Corporate Seal

3.1 The corporate seal shall be stored in a locked cabinet in the University Secretariat. Electronic versions of the corporate seal will not be available for use.

3.2 The University Secretary has the authority to affix the corporate seal for the University. When the University Secretary is absent, this authority will be delegated to the Vice-President Finance & Administration. If both individuals are absent, the President can delegate the responsibility to one of other Vice-Presidents.

3.3 The corporate seal shall be affixed to:

- a. Documents or agreements that are required by law to be under seal;
- b. All documents that are required to be under seal pursuant to section 9 of the Saint Mary's University Act, 1970.

3.4 The corporate seal may be affixed to:

- a. Agreements to which the University is a party and for which the other party to the agreement requires the University to execute the agreement under seal; and
- b. Transfers, mortgages or other instruments or documents required to be in writing and to which the University is a party and for which the other party to the agreement requires the University to execute the agreement under seal.

University Academic Seal

3.5 The academic seal of the University shall be stored in a locked cabinet in the office of Enrolment Services. Electronic versions of the academic seal will only be available for use within the MyCreds system, under the control and oversight of Enrolment Services.

3.6 The University Secretary and Enrolment Services have the authority to affix the academic seal for the University.

3.7 The academic seal may be affixed to:

- a. Undergraduate, Graduate and Doctoral Degree parchments providing evidence of a degree conferred by the University.
- b. Certificates providing evidence of an honorary degree conferred.
- c. Embedded or stand-alone for-credit diplomas and certificates approved by the University.
- d. Official student transcripts that are used for certification of a Degree, Diploma, Certificate or a student's academic standing at the University.
- e. Official greetings forwarded by the University and signed by the Chancellor and/or the President.

- f. Such other documents as may be designated in writing by the University Secretary.

4. Reporting of Sealed Documents

4.1 The University Secretary or delegate shall maintain a record of all documents to which the University corporate seal is affixed. This record will include:

- a description of the document;
- the date the document was sealed and signed;
- the name of the University signatory to the document; and,
- the name and initials of the person who affixed the corporate seal.

5. Consequences for Noncompliance

5.1 Except as permitted by this policy, no person may affix or attempt to affix either the corporate seal or the academic seal of the University to any document.

5.2 Any person who uses the corporate seal or the academic seal without proper authorization, or who uses a seal purported to be a seal of the University in an attempt to deceive, may be subject to disciplinary and/or civil action. Students who use the academic seal in an attempt to deceive will be subject to the University's discipline policies.

6. Relevant Legislation

- [Saint Mary's University Act, 1970](#)

7. Related Policies, Procedures and Documents

7.1. Policies

- [Signing Authority Policy](#), Policy 12-010

7.2. Guidelines

- [Brand Standards](#)

Additional Approval Information

- a) **Policy Number:** 12-018
- b) **Approving Authority:** President & Vice-Chancellor
- c) **Approved:** July 28, 2026
- d) **Responsible Office:** University Secretariat
- e) **Responsibility:** University Secretary
- f) **Revision Date(s):** Not applicable
- g) **Supersedes:** Not applicable
- h) **Next Required Review:** July 2031