

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>College Seal</b>		<b>SOP #: RR.007.00</b>
Effective Date	06/13/2019	
Last Revision/Review	06/13/2019, 8/28/19	

### **1. Purpose**

The College Seal is used for official academic documentation as well as official corporate documentation.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Registrar

Chief Financial Officer

The College will have one College Seal imprinting device. The device will be used to apply the College Seal for official academic documentation, which shall be in the custody of the Dean or the Registrar. In addition, the device will be used to apply the College Seal for official corporate documentation which may be in the custody of the Chief Financial Officer (CFO).

### **4. Definitions/Abbreviations**

**College Seal:** distinct and unique imprinted mark used to endorse academic and corporate documents executed in the name of Burrell College of Osteopathic Medicine.

### **5. Procedural Steps**

The College Seal imprinting device will be secured in a locked safe or drawer and will be made available for use in a secure location that allows vigilant oversight.

The College Seal under the jurisdiction of the Dean and Registrar is limited to use on official academic documents describing a student's or graduate's academic relationship to the college. Official Academic documents include: transcripts, diplomas, enrollment verification letters and forms, and student loan confirmation forms.

Permission to affix the College Seal to academic documents or items other than to those listed above shall be obtained from the Dean and Registrar.

Diplomas and certificates may have the College Seal imprinted by a printer on the original stock.

The College Seal may not be reproduced or used in printed form, with the exception as noted above, including publications, promotional material, marketing docs or web/internet applications.

The use of the College Seal, under the jurisdiction, of the CFO may be administered by the Chief Financial Officer.

### **6. Reports/Charts/Forms/Attachments/Cross References**

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### **7. Maintenance**

The Registrar developed the procedure; it will be reviewed and updated annually.

### **8. Signature**

Signature on File

8/28/19

Marisella Reyes, Registrar

Date

### **9. Distribution List**

All faculty, staff, Board of Trustees

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			