

Augusta University

Policy Library

University Seal Policy

Policy Owner: University Communications

POLICY STATEMENT

The official, academic, University seal is the most restricted of all secondary marks and should not be used in daily or routine communications by colleges, departments or programs.

The University seal is produced in one color (PMS 280) or black. The University seal may be watermarked on letterhead; printed, embossed or foil-stamped on certificates, diplomas, and diploma cases; and – through the offices listed below – embossed on other official documents. Use of the seal on all official documents requires prior approval by the University Provost. This individual shall monitor the use of the University seal to ensure the authenticity of the mark, the appropriateness of the places upon which it is to be applied and that the mark is applied only on academic documents for the University or its agents.

The University reserves the right of proprietorship of the University seal. There shall be no unauthorized use of this mark. It is registered with the State of Georgia.

University employees are directed to the Augusta University Brand Style Guide for further information about use of the University seal.

To avoid inappropriate usage of the University seal.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- | | | | | |
|--|--|---|--|-----------------------------------|
| <input type="checkbox"/> Alumni | <input checked="" type="checkbox"/> Faculty | <input checked="" type="checkbox"/> Graduate Students | <input checked="" type="checkbox"/> Health Professional Students | <input type="checkbox"/> Visitors |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Undergraduate Students | <input type="checkbox"/> Vendors/Contractors | | |
| <input checked="" type="checkbox"/> Other: | | | | |

DEFINITIONS

Intentionally left blank.

PROCESS & PROCEDURES

Intentionally left blank.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 503

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 10/26/2016

Last Review: 06/09/2017

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/09/2017