POLICY STATEMENT
The official university seal is the most restricted of all university marks and should not be used in daily or routine communications by colleges, departments or programs. Use of the seal on all official documents requires prior approval by the Provost. The Division of Communications and Marketing 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 or as otherwise directed by the Provost.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:
☐ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☒ Vendors/Contractors ☐ Visitors
☐ Other:

PROCESS & PROCEDURES
To request permission to use the university seal, submit a request with the Division of Communications & Marketing at augusta.edu/dcm/request. Requests that are aligned with the limited and reserved purpose of the seal will then be routed to the Provost for approval.

REFERENCES & SUPPORTING DOCUMENTS
• Augusta University Brand Guidelines – augusta.edu/dcm/marketing/brand-strategy.php

RELATED POLICIES
• Communications and Marketing Policy - augusta.edu/compliance/policyinfo/policy/communications-and-marketing-policy.pdf

APPROVED BY:
Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 4/21/2021

President, Augusta University Date: 4/21/2021