

Policy: College Seal Usage

Responsible for Policy: College President

Policy Number: B-4

Most recent approval date: Spring 2019

### **Policy Statement**

The Finger Lakes Community College Seal shall be used only for formal and official documents, such as diplomas, legal and official records, transcripts, programs for academic ceremonies and any other legal agreements binding the College.

The College seal may be used as a watermark or background graphic in conjunction with the documents listed in the usage guidelines. All or portions of the seal may be used in this application.

### **Reason for Policy**

This policy has been implemented to ensure the proper usage of the FLCC seal.

### **Applicability of the Policy**

All FLCC faculty, staff and students should be familiar with this policy.

### **Definitions**

None

### **Related Document**

- None

### **Procedures**

No separate procedures statement

### **Forms/Online Processes**

- None

### **Appendix**

- None

### **Review date/action taken:**

- September 2011: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Spring 2019: no revisions