

Use of University Seal

Board of Trustees – Bylaws

CWU Policy 107-04

Effective: February 2020

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

- (1) The university seal is reserved for use by the Office of the President and Board of Trustees, and may be affixed to any document executed by an officer on behalf of the board of trustees and on formal university documents such as diplomas, transcripts, or certificates. The seal should not be used by CWU offices or departments on materials that represent individual departments or programs. Use of the university seal in other applications, such as merchandise, are subject to review and prior approval of University Relations.

History:

*Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/2008; 02/2020; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-70-040, June 2025*