

University Policy 04-020

Use of the University Seal

1. Policy Statement

- 1.1. The Oregon State University seal (“university seal”) is intended for official university use only. The university seal is the property of Oregon State University and its use is reserved only for the purposes outlined in this policy as authorized by the OSU Board of Trustees or President of the university.
- 1.2. The university seal may only be used for official university business, and by individuals authorized in this university policy.
- 1.3. The university seal is distinct from the university logo. The university seal is not a communications mark for routinely identifying the university.

2. Reason for Policy

- 2.1. The university seal is a registered trademark and a symbol of the identity of the university that is reserved for use on documents or forms of the highest official rank from the OSU Board of Trustees and the President. When authorized by the OSU Board of Trustees or President, the university seal may also be utilized as a device for lending authenticity to documents which emanate from the university in its corporate capacity, such as certain communications, contracts or invoices with other institutions or governments.
- 2.2. It is important to the integrity of the university, and as a fiduciary matter, that the university seal only be used for permissible purposes by authorized university officials. This university policy therefore sets forth rules regarding the use and reproduction of the university seal and describes how authorization is conferred.

3. Scope & Audience

- 3.1. This university policy applies to all university employees, students, contractors, and volunteers.

4. Definitions

- 4.1. **University seal:** An official symbol of the identity of the university that is reserved for use on documents or forms of the highest official rank.



5. Responsibilities & Procedures

5.1. Use of the University Seal

- 5.1.1. The university seal is the property of Oregon State University and its use is reserved for use on documents, forms or materials of the highest official rank, which include for approved signage, formal and official documents such as diplomas, legal and official records, transcripts, programs for formal academic ceremonies, and certain legal agreements binding the university as authorized by the OSU Board of Trustees or the President.
- 5.1.2. Use or reproduction of the university seal is prohibited without prior approval from the OSU Board of Trustees or the President. The Secretary of the Board of Trustees oversees the use of the university seal on official documents of the OSU Board of Trustees. Beyond this use, requests to use or reproduce the university seal should be made to the President's Office.
- 5.1.3. The Registrar's Office may use the university seal on transcripts, diplomas, and for other relevant business purposes.

6. Forms & Tools

- 6.1. None.

7. Frequently Asked Questions

7.1. None.

8. Related Information

- 8.1. Guidelines for the use of the OSU Logo and OSU’s brand identity: <http://communications.oregonstate.edu/brand-guide>. The university logo is the primary identifier of the university to be used on all forms of routine communication and whenever the university is being represented. Guidelines for the use of the university logo and the university’s brand identity are established by University Relations and Marketing.
- 8.2. The Beaverhead logo is the primary identifier of OSU Athletics to be used in communicating or promoting Oregon State University’s participation in NCAA athletic sports, but not for use in promoting or communicating the academic, research, and outreach and engagement mission or activities of the university.

9. History

- 9.1. Adopted by OSU: July 1, 2020.
- 9.2. Last review date: January 21, 2023.
- 9.3. Next scheduled review date: January 2026.

10. Website

- 10.1 University Policy 04-020 Use of the University Seal: http://policy.oregonstate.edu/UPSM/04-020_university_seal

11. Contacts

Department	Phone Number	Website
Office of the President	541-737-8260	https://leadership.oregonstate.edu/president
OSU Board of Trustees Office	541-737-3449	https://leadership.oregonstate.edu/trustees