

POLICY ON THE PLACEMENT OF THE UNIVERSITY SEAL

The Office of the Chancellor, the Office of the Executive Vice Chancellor at the Medical Center, the Office of the University Registrar, and the Registrar's Office at the Medical Center shall have ownership and usage rights to devices that can emboss or impress the University Seal on a document. No other office shall own or use such a device. Each office noted above shall bear the costs associated with purchase and maintenance of such devices. The Office of the University Registrar in conjunction with University Relations shall coordinate procurement of such devices for the Office of the University Registrar and the Registrar's Office at the Medical Center.

The University Seal may be placed only on documents that describe a student's academic relationship to the University, on official personnel related documents and/or official research related documents by units officially affiliated with the University.

Documents Related to Students

1. Permissible Items

The following is a list of items of information, which may be sealed by the Office of the University Registrar without the submissions of documents from another source.

- Name (as recorded on data base at KU)*
- Address (as recorded on data base at KU)*
- Date of Birth (as recorded on data base at KU, for purpose of ID only)*
- Present academic status (i.e. good standing, probation, etc.)
- Field of Study
- Statement of degree/Statement of graduation
- Estimate of fees-Fee screen
- Estimate of other expenses (may not exceed predetermined amounts)
- Dates of attendance which include start and end dates of semesters, date of withdrawal
- Official transcripts (printed on-line with seal)
- Current schedule of classes
- Current status (degree seeking, full-time, half-time)
- Social security number (as recorded on data base, for ID purposes only)*
- Student number
- Grade screens

*Self reported and non-verified information

2. Permissible if Received with Accompanying Information

The following is a list of additional items of information, which may be sealed by the Office of the University Registrar with written verification from the source indicated within parentheses.

- Financial Aid (Office of Student Financial Aid)
- Immigration status (Office of Foreign Student Services)
- Frequency of class attendance (letter from each instructor)
- Place of Birth (passport or birth certificate)
- Estimated date degree will be earned-SOD (Academic Dean)

3. Examples of Excluded Information

Examples of information, which may not be sealed, include:

- Marital status
- Number of children or siblings
- Estimates of expenses for dependents
- Amounts and sources of non-University income
- Where one banks
- Name of Sponsor (if non-University)
- Health insurance coverage
- Grade Cards
- Arts forms

Documents Related to Personnel

Documents that certify a staff, faculty or researcher's relationship to the institution may be sealed with appropriate documentation of appointment from Human Resources.

Documents that cite individuals for exemplary service to the institution may be sealed with a request from the appropriate department and approval by the chief staff member in each office sanctioned to possess sealing/embossing devices. Only exemplary service citations are permissible to be sealed. The sealing of documents certifying the completion of training programs or workshop is specifically prohibited.

Research Related Documents

Research related documents that require the affixing of the University Seal by the receiving agent that contain information that is not verifiable by sources mentioned in this document may be sealed with the completion of the Use of the University Seal for Research Related Documents form. The seal will only be affixed if the receiving agency mandates the seal. The department requesting the use of the seal must have accessible documentation that substantiates the information being submitted.

Procedural guidelines to be followed:

1. For Student-related documents: the University Seal may be placed only on documents, which describe the student's academic relationship to the University (see attached policy statement dated 10/94).

If the document includes "non-academic" information, there are two solutions, which may be offered to the student. One is to seal the document "as is" and annotate each non-academic item of information as "non-verifiable by University." The other is to prepare a new certification document on ARTS and include only those items of information, which are academic in nature.

2. Special care must be taken to ensure the total accuracy of all information included in the document.

For Student-related documents: If all academic information included in the document can be checked against sources of information in other campus offices, there are two procedures, which may be followed. One is to ask the student to request signed verification statements from these offices to be submitted by these offices directly to this office. (The student may not

serve as courier.) The other procedure is commonly used when the document must be received directly from the University official who signed it and accompanying the document must be a written request for the seal from the official who signed the document. The standard certification fee must accompany each of these.

3. Persons from offices other than the Office of the University Registrar, the Registrar's Office at the Medical Center, the Office of the Executive Vice Chancellor at the Medical Center, or the Office of the Chancellor are not permitted to use the Seal, except as specified below or as approved by the University Registrar, the KUMC Registrar, the Executive Vice Chancellor, KUMC or the Chancellor and/or his designee. **UNDER NO CIRCUMSTANCES ARE THE SEAL/EMBOSSING DEVICES PERMITTED TO LEAVE THE OFFICE THAT OWNS THEM.** Staff members not in the employment of the Office of the University Registrar, Registrar's Office or Office of the Executive Vice Chancellor at the Medical Center or the Office of the Chancellor must use such devices under the supervision of a full-time permanent staff member of the office permitting the use of the device..

Each unit authorized an exception must request the service at least 24 hours in advance. No certification charges will apply. Standing exceptions are as follows:

- a. Office of the University Registrar: School of Education for teacher certification purposes. This includes Music Therapy.
 - b. Office of the University Registrar: School of Pharmacy for licensing board. (This form usually is hand carried over by student in May after graduation. Use of the seal/embosser is not permitted unless the Dean of Pharmacy has signed each document. Staff members from the Office of the University Registrar must verify such signatures before allowing use of the seal/embosser.
 - c. Office of the University Registrar: School of Social Welfare gold awards to seal for certificates they provide to their graduates. Only the gold awards are sealed under this exception. All other certifications are to go through normal procedures accompanied by the standard certification fee.
 - d. Office of the University Registrar: Admission visit forms. Admissions staff member must bring over the form—not the visitor.
4. Academic Information Letters from a department can be sealed if the letter is based upon information contained in the University Catalog. This information **MUST BE VERIFIED** by a staff member in one of the three authorized offices prior to using the seal/embosser on the informational letter. The request to seal this letter must be presented in person by the department (not the student) or, if the letter is mailed, an accompanying letter (on departmental letterhead) must request the service and state who is sending the information..