

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.1	Official Publications	Revised:	October 2009
Policy 2.1.3	University Name and Seal	Responsibility:	President

UNIVERSITY NAME AND SEAL

**Name and/or
Official Seal or
Logo**

The name and/or the official seal or logo of the Health Science Center are to be used only on official documents and for official Health Science Center business. The design or use of any other seal, logo, or symbol, either altered from or bearing resemblance to the official seal or logo requires written approval from the President's Office after written approval has been granted by the Office of External Affairs.

Requests of Academic Technology Services for the design or use of any logo other than the official seal or logo, or for the use of the Health Science Center's name, or seal or logo on any printed matter that is not clearly official University business, must be accompanied by written approval from the Office of External Affairs.

**Advertising
Purposes**

Health Science Center faculty and staff may not engage in practices which might place the Health Science Center in a position of endorsing, or appearing to endorse, a particular commercial product or service. Any faculty and staff contemplating engaging in any such activity which could be construed in such a manner should seek prior written approval from the Office of External Affairs after written approval has been granted by the appropriate Dean or Vice President.
