



UNIVERSITY of  
DENVER

**UNIVERSITY OF DENVER  
POLICY MANUAL  
COLORADO SEMINARY – USE OF  
NAME**

**Responsible Department:** *Business and Financial Affairs  
and University Counsel*

**Recommended By:** *G. Kvistad, C. Woody*

**Approved By:** *Chancellor and Board of Trustees*

**Policy Number**

1.10.010

**Effective Date**

9/23/1991

## I. INTRODUCTION

- A. Colorado Seminary is the name of the corporation which owns property, makes contracts and otherwise conducts the business, financial and public affairs of this institution. University of Denver is the name of the corporation, the only power of which is to grant degrees. Therefore, it is imperative that the name “Colorado Seminary” be used on all contracts, titles to property, purchase orders, etc.
- B. For use on letterheads, a seal has been developed which incorporates the name of Colorado Seminary with the seal of the University of Denver.

## II. POLICY OVERVIEW/PROCESS OVERVIEW

- A. All publications of whatever nature must have the name “Colorado Seminary” prominently displayed.
  - 1. The first time the name “University of Denver” appears on a publication, letterheads, etc., whether on a cover or within the text, the name “Colorado Seminary” must be used with it. If the letterhead seal is used on the cover, that will satisfy this requirement except in a contract. However, the letterhead seal should be approximately the same size as that used on the letterheads, and must not be reduced to the point that the name “Colorado Seminary” is not clear and legible.
    - a. In contracts, the first reference to University of Denver must be followed by the words “Colorado Seminary.”
    - b. Where a contract or other official document requires the signature of an officer of the corporation, the name “Colorado Seminary” must be used.
  - 2. The U.S. Postal Services allows the use of either “University of Denver” or “Colorado Seminary” in the return address of any class of mail.

3. Where a copyright is indicated on printed material in the name of the University, the name “Colorado Seminary” must also be shown.
  4. Wherever an affirmative action statement is included in printed material, the name “University of Denver (Colorado Seminary)” must be used.
- B.** The University will not approve for outside publication any material which does not meet the above requirements. In the editing or proofreading of material being printed outside the University, the name “Colorado Seminary” is not to be deleted from the places required as enumerated above

### **III. DEFINITIONS**

None