



UCCS CAMPUS POLICY

Policy Title: Memorial Designations on Campus

Policy Number: 400-010

Policy Functional Area: FACILITIES

Effective: September 12, 2012
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Vice Chancellor of University Advancement (VCUA)
Office of Primary Responsibility: VCUA
Policy Primary Contact: University Advancement, 719-255-3176.
Supersedes: N/A
Last Reviewed/Updated: September 12, 2012
Applies to: UCCS Community

Reason for Policy: The purpose of this policy is to set forth a process for the establishment of physical memorials on the campus.

I. INTRODUCTION

It is the policy of the University of Colorado Colorado Springs to make available to its community the opportunity to memorialize deceased students, faculty, staff, and friends of the University in ways that will enhance the campus and benefit current and future students. At the same time, it is important that any memorial designations fit into the overall physical environment of the campus and that they be placed in areas where future construction is not anticipated. The University has established a process whereby those who wish to memorialize deceased members of the University community may do so according to the procedures outlined herein.

The purpose of this policy is to set forth a process for the establishment of physical memorials on the campus. This process complements, but does not replace other existing avenues for memorial gifts including scholarships, endowments, and naming opportunities.

II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:
The chancellor of the each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in

accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Procedures:

Proposals for physical memorials honoring deceased students, faculty, staff, alumni or friends of the University shall be presented to the Vice Chancellor for University Advancement, who will refer the proposal to the Campus Landscape Committee. The Campus Landscape Committee shall review each proposal for its fit into the context of the campus' physical environment, both existing and proposed. All memorials must be consistent with the campus Master Plan. The findings and recommendations of the committee shall be submitted to the Vice Chancellor for University Advancement for further development. Final review and approval shall be by the Chancellor prior to the installation of any memorial.

Physical memorials shall be fully funded in advance whereby funding covers the gift and installation. University Advancement, in consultation with the Campus Landscape Committee, shall annually provide an updated list specifying the funding amount required to establish a physical memorial.

The University generally limits physical memorials to benches, plaques, and memorial bricks. The University discourages and normally will not permit the solitary planting of trees or flowers as a memorial due to the possibility of damage or death from disease or other environmental factors. The location of all physical memorials shall be recorded on a campus map and made available through the University's Facility Services Department.

Plaques and bricks are limited to 5 inches by 7 inches in size and have limited character capacity. Inscriptions are generally limited to the deceased's name, title, dates of birth and death, class year, and college. Epitaphs and quotations are not permitted. Variations to verbiage require the approval of the Vice Chancellor for University Advancement.

All physical memorials shall be kept in place as long as they remain serviceable. A memorial may no longer be serviceable due to safety issues, construction projects, campus modifications, or reputational damage. The University reserves the right to remove a memorial at any time and for any reason. In the event, a physical memorial is removed, a letter shall be sent to the designated donor contact advising of the reason for removal. The donor may have the option of placing a new physical memorial at the current fee and under the terms then in effect.

The Vice Chancellor for University Advancement should be contacted for other opportunities to recognize deceased individuals. These opportunities include scholarships, endowments, and naming opportunities in compliance with the University policy on Naming Buildings and Related Areas.

III. KEY WORDS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval September 12, 2012