



POLICY STATEMENT

for

Memorials on the Campus of Shippensburg University

SU Policy Number: 101-004

1.0 PURPOSE

The purpose is to announce the policy and procedures for campus memorials. A campus memorial refers to any intentionally created space, installation, or object on university grounds that honors, commemorates, or interprets a person, group, milestone, or event significant to the institution or its broader community.

2.0 SCOPE

This policy applies to the naming of any existing or future campus memorial. A campus memorial may be in the form of any public artwork, structure, sculpture, monument, tree, garden, water feature, or other tangible object(s) that commemorates, honors, or preserves the memory of an individual, group, or ideal.

This policy does not address the naming of university facilities and sub-spaces, or the plaquing of areas on grounds and landscapes, which is detailed within Facilities Naming Policy for Shippensburg University, SU Policy Number 101-005

3.0 PROCEDURES

The following procedure will be followed to provide guidance and oversight to the management and determination of placement or naming of memorials on the university campus.

3.1 Proposal Submission

- 3.1.1 All proposals must be submitted to the Office of the President for consideration.
- 3.1.2 At the discretion of the President, an ad hoc committee may be formed to review a proposal and make recommendations to the President. The committee may include the Vice President for Administration and Finance, the Director of Facilities, and stakeholders identified by the President.
- 3.1.3 The President will notify individuals of the outcome.

3.2 Selection Criteria

The following criteria will be used as a guide for determining the appropriateness of commemorating or recognizing an honoree:

- 3.2.1 The specific individual, group, event, or ideal to be memorialized and the nature of the association or relation to the University and its intended “lifespan” (10 years, 50 years, in perpetuity, etc.).
- 3.2.2 The nature, style, name, location, and/or content of the proposed memorial.
- 3.2.3 The aesthetic benefit to the campus, the sentiments of the campus community, and the University’s mission and values.
- 3.2.4 The alignment with the University’s Campus Master Plan and any related documents.
- 3.2.5 Input from other interested members of the campus community, considering the specific individual, group, event, or ideal to be memorialized.
- 3.2.6 Regulatory or zoning requirements.
- 3.2.7 Funding availability.
- 3.2.8 The campus location where the proposed memorial will be constructed or placed, any relevant space requirements and limitations, as well as any maintenance requirements.
- 3.2.9 Each proposal will be evaluated on an individual basis, with the appropriate gift-to-project and/or gift-to-impact ratio being strongly considered. If a major gift is provided for artwork, statues, sculpture, monuments, or plaques, also including items such as trees, gardens, and water features, along with any other object, the naming will be evaluated by the President, SU Foundation and the Council of Trustees.
- 3.2.10 Following an evaluation of the proposal, the University President will make the final determination regarding whether the proposed memorial will be installed.

3.3 The Committee will take into consideration the following criteria:

- 3.3.1 The individual, group, event, or ideal has served with distinction as a faculty member, administrator, student, president, or trustee.
- 3.3.2 The individual, group, event, or ideal has made a substantial contribution to the development and support of the University.
- 3.3.3 The individual, group, event, or ideal carried out actions that epitomizes the ideals of the University.
- 3.3.4 The Facilities Department will maintain a record of all Memorials installed or placed on campus. The record shall include the name of the individual, event, or ideal memorialized, a brief description of the Memorial, the requestor, and the date of the President’s decision
- 3.3.5 Removal or Relocation of Memorials
- 3.3.6 In the event that a Memorial, or the structure or space to which it is affixed or is placed, is damaged or destroyed, the Memorial Review Committee will evaluate the feasibility of repairing or replacing the Memorial, considering the factors set forth above and with consideration of cost.
- 3.3.7 The University reserves the right to remove or relocate Memorials from campus Facilities and Spaces should any circumstance call for such action. The President will decide to remove or relocate a Memorial after consultation with the facilities team and other affected parties.

- 3.3.8 In the event that artwork, statues, sculptures, monuments or plaques, trees, gardens, and water features, along with any other object designated as a memorial, are damaged, destroyed, or lost, the University is under no obligation to replace the above-listed items. All such decisions will be made by the President.

4.0 RESPONSIBILITIES

- 4.1 Proposer
- 4.1.1 The proposer shall submit a fully documented written request to the Office of the President.
- 4.2 The Office of the President
- 4.2.1 The Office of the President may form an ad hoc to review a proposal.
- 4.2.2 The Office of the President will present accepted proposals to the Council of Trustees for final consideration and approval.
- 4.2.3 The Office of the President will oversee the preparations for any dedication ceremonies or public announcements.
- 4.2.4 The Office of the President will ensure appropriate action is taken with regard to the naming or placement of artwork, statues, sculpture, monuments or plaques, items such as trees, gardens, and water features, along with any other object.
- 4.3 The Shippensburg University Council of Trustees
- 4.3.1 The Council of Trustees will review and act on proposals received from the Office of the President.

RECISSION

APPROVALS

Recommended by Executive Management Team 11/25/2025

Approved by President 11/25/2025

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Public