

	<b>FGCU POLICY 3.052</b>	<b>Responsible Unit:</b> Office of the Vice President for Administrative Services and Finance
	<b>In Memoriam</b>	

**A. POLICY STATEMENT**

We remember with fondness and gratitude for their contributions those students, alumni, faculty, and staff who have passed away. This Policy is to provide the means through which their lives and time at Florida Gulf Coast University can be commemorated.

**B. REASON FOR POLICY**

This Policy is created to set forth the process and procedures for governing the memorialization of individuals in a consistent, respectful, and lasting tribute.

**C. APPLICABILITY AND/OR ACCOUNTABILITY**

This Policy is applicable to all members of the University community which includes students, alumni, faculty, and staff, as well as University donors.

**D. DEFINITION OF TERMS**

*University Premises:* All land, buildings, facilities, and other properties owned, used, leased, operated by, or in possession of the University or one of its direct support organizations.

**E. PROCEDURES**

1. In order to coordinate memorialization efforts that reflect the values of the University, be life-affirming, and serve the University’s mission, memorials will be limited to new pavers and/or monetary contributions for endowments or student scholarships.
2. Requests should be made through the Office of the Vice President for Administrative Services and Finance. The pavers will be placed in a designated location.
3. The University will arrange for the installation of a new paver honoring a loved one who has died. The Office of the Vice President for Administrative Services and Finance shall procure a paver with funding from the requesting individual or department.
4. Physical Plant shall arrange for the fabrication and installation of the new paver. Each commemorative paver at the designated location will measure twenty-four by six inches (24” x 6”). The inscription will allow for four (4) lines and thirty-nine (39) characters per line, centered.

5. The University does not guarantee to retain the pavers into perpetuity. Generally, the paver will remain in place as long as practical, with the following exceptions:
  - a. The area in which the paver is located is to be redeveloped;
  - b. The paver has reached the end of its useful life; or
  - c. The condition of the paver is poor. If a paver is removed due to the area being redeveloped, the University may consider moving it to another location.

Under circumstances where the paver has reached the end of its useful life, or is in poor condition, the paver can be replaced at the cost of the individual or the department.

- F. No individual or group of individuals is permitted to place or erect any other form of memorial or structure in or on University Premises without the approval of the Vice President for Administrative Services and Finance.
- G. Memorials in the form of endowments or contributions to student scholarships shall be in accordance with policies and procedures established by the Florida Gulf Coast University Foundation, Inc.

*Authority*

*BOG Regulation 1.001, University Board of Trustees Powers and Duties*

*History of Policy*

*New 07/31/19*

**APPROVED:**

\*s/Michael V. Martin  
Michael V. Martin, President

July 31, 2019  
Date