



## PERMANENT MEMORANDUM 2 NAMING UNIVERSITY FACILITIES

### POLICY DIGEST

Monitoring Unit: Office of Academic Affairs  
Initially Issued: January 10, 2012  
Last Revised: March 1, 2021

### I. POLICY

The following is to be followed for naming university facilities:

- A. In compliance with *Louisiana Revised Statute 17:3351G* (See source below), buildings or portions of buildings, including but not limited to, classrooms, auditoria, laboratories, and lounges, may be named after a living or deceased person (persons) to honor specific contributions made by such person (persons) to the University, the campus, or the college in question; provided however, buildings or portions of buildings may not be named after:
  1. Current public office holders or candidates for office, or
  2. Current members of the LSU Board of Supervisors or past members for a period of two years from service on the Board;
    - a. Items 1 and 2, above, are not indented to prohibit the placement of a plaque, sign, engraved brick, commemorative memento, publication, or similar token in recognition of a *personal* donation by any person if the criteria and methods of recognition follow the same pattern and standards as used with other personal donor recognitions of similar type (to the campus or affiliated entities) and are not related to the status described in the subparagraphs.
- B. Proposals for naming any University facilities (including a portion of a building) after individual persons may be originated by the appropriate committee on the campus where the facility is located. When recommendations are so made, they should be forwarded to the Board with the concurrence and approval of the campus Chancellor and the President of the University;
- C. Final action on naming facilities for individual persons shall be reserved to the Board;
- D. Where practicable, facilities named after persons also shall be appropriately marked with a functional designation for easy recognition by the public; and
- E. The providing of functional names in the absence of personal names continues to be left to the discretion of the University administration.

Source:

**Louisiana Revised Statute 17:3351G:** *Each [higher education management] board may name buildings at institutions under its supervision and management in honor of living persons pursuant to a policy adopted by the board applicable to such actions. Such policy may include criteria to be used for the naming of buildings in honor of living persons, the policy shall require that such donation be made to an alumni association or a foundation that raises private funds for the support of the institution as provided in R.S. 17:3390.*