

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

51.99.99.C0.01 Permanent Memorials

Approved July 13, 1998

Revised July 29, 2013

1. Permanent memorials for the purpose of this document are defined as follows:
 - (1) University Standard Bench:
Purchase, installation, and maintenance of a university standard bench.
 - (2) University Named Paver or Wall Tile:
Purchase, installation, and maintenance of a university named paver or wall tile within the Garcia Plaza, University Center Plaza, or other University designated location.
2. Requests for permanent memorials to be placed on the campus must meet one of the following criteria:
 - (1) The person being memorialized is a current or former employee or student of Texas A&M University-Corpus Christi (TAMU-CC), or
 - (2) The person being memorialized is a close relative (i.e., father, mother, brother, sister, grandfather, grandmother) of a current or former employee or student of TAMU-CC, or
 - (3) The person being memorialized provided extraordinary support or service to TAMU-CC, and/or
 - (4) The person being memorialized provided significant financial contributions toward the construction of a facility or facilities, an endowment for maintenance and operating costs of a facility or facilities, or other program or activity of TAMU-CC.
3. A site for the memorial may be requested for a general location or area of the campus. However, the University will approve the final campus location.
4. The cost associated with creation and perpetual maintenance of a permanent memorial will be determined by the size and type of memorial, from the standard list of memorial options. The list of permanent memorial options is available in the office of the Vice President of Institutional Advancement and the office of the Director of Physical Plant.
5. The TAMU-CC procedure for requesting placement of a permanent memorial is as follows:
 - 5.1 The request for creation/placement of a permanent memorial must be submitted in writing by an individual, department, college or organization to the Vice President of Institutional Advancement for the University.

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- 5.2 Items to be addressed in the request will include: the name of the person being memorialized and how that person meets the criteria in Section 2, the general site/location (if any) requested for the memorial, and other information the requestor would like to submit in support of the request.

6. Upon final University approval, the office of the Director of Physical Plant will coordinate the purchase and installation of the memorial, and notify the requestor of the approval and site location information. Appropriate payment must be received prior to initiation of the memorial.

Contact for Interpretation: Vice President of Institutional Advancement