

**ATTACHMENT 7**  
**Work Session**  
**May 23-24, 2002**

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: PHYSICAL PLANT  
Policy 1004.1 - Naming of buildings

***Revised November 18, 1999; Issued December 10, 1999***

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Board policy:

1. All buildings or other property of the Montana University System may be named after or dedicated in honor of outstanding persons or organizations, or for an academic subject field, subject to the following rules and definitions.

Procedures:

1. No building or other property of the Montana University System may be named after or dedicated in honor of any person or organization until it has been approved by the Board of Regents upon nomination of the President or Chancellor of the campus. In order to avoid any embarrassment, no suggestion shall be made to any person or organization to be so honored until the Board of Regents has acted.

4 2. No building or other property of the Montana University System may be named after or dedicated in honor of any person presently associated with the campus until the Board of Regents has acted upon that person's retirement, resignation or termination of association.

2 3. University System administrators at each campus shall establish an administrative process for receiving and ~~handling~~ processing recommendations or proposals relating to the naming of buildings or other University property.

3 4. Service facilities ~~for maintenance or storage~~ maintenance or storage facilities, or leased or rented facilities shall be excluded from this policy and shall not be named for persons, organizations, or academic fields.

5. The following criteria will be used in evaluating suggestions for names for Montana University System buildings or property:

- a. The candidate should have a direct association with the State of Montana.
- b. The candidate must have achieved a level of distinction which would merit comparable recognition in his or her profession or area of excellence.
- c. The renown of the candidate or organization should reflect favorably on the Montana University System and the State of Montana.

Definitions:

1. University buildings shall mean all administrative, academic (including research), housing, dormitories and student service buildings owned by the State of Montana and subject to the exclusive use of the Montana University System.

2. University property shall include all parking lots, assembly areas, malls, streets, and other property owned by the State of Montana and subject to the exclusive use by the Montana University System.

History:

Item 204-007, November 27, 1967, as superseded by Item 2-014-R1073, October 19, 1973, and revised March 23, 1976 and November 18, 1999 ([Item 104-103-R0999](#)).

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