



# UC San Diego

## Policy & Procedure Manual

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### **BUILDING AND SPACE**

#### **Section: 420-1      APPENDIX A**

Effective: 11/08/2018

Supersedes: N/A New

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Issuing Office: [Chancellor's Office](#), [Advancement](#)

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### **Appendix A – PPM 420-1 Naming UC San Diego Facilities, Properties and Programs**

#### **Campus Housing Buildings –Special Naming Protocol**

November 2, 2018

##### **Purpose:**

The purpose of this protocol is to provide standard guidelines for obtaining permission to identify campus housing buildings or significant areas with namings related to virtues or concepts. This protocol does not apply to naming opportunities granted in recognition of distinction and/or in recognition of charitable financial support.

##### **Criteria for Naming:**

From time to time Housing, Dining and Hospitality, via request from a College for undergraduate housing, or a request from other sources for graduate student housing, may want to identify housing buildings or significant areas for a namings tied to a virtue or concept relevant to the College's or graduate housing theme. When a significant area or building is proposed for a naming, the College or other referring source, in conjunction with the Executive Director of Housing, Dining and Hospitality and the Campus Architect, shall first communicate a proposal to the Chancellor's Office, through the Assistant Chancellor, for consideration.

##### **General Provisions:**

No naming will be approved or (once approved) sustained that will call into serious question the public respect of the College, or graduate student housing.

Names of buildings or significant areas should lend prestige to the College and campus, and to staff, students and community.

Nominations submitted for consideration must include a written request stating the purpose for the naming request and how it ties to the College or the graduate housing.

When a building or significant area has been named, the College or campus will continue to use the name so long as the building or area remains in use and serves its original function. When the use of the building or significant area has changed such that it must be demolished, substantially renovated or rebuilt, the College or campus may retain the use of the name at the renovated or rebuilt location, apply it to another comparable building or significant area, or discontinue the use of the name. As long as names in use under this protocol do not include donor names or other persons or entities being honored, these names related to virtues or concepts may be changed in honor of a donor and in recognition of a gift.

##### **Approvals:**

All proposals for naming will be forwarded to the Assistant Chancellor for discussion with the Chancellor to determine whether the proposed naming conforms to this protocol, is otherwise appropriate, and is of sufficient merit.

Commitments made prior to adoption of this policy shall be honored.

**Naming Conventions:**

A uniform system of signage should be adopted by location. Plans for building or neighborhood signage reflecting new names should be submitted to the Campus Architect's Office for endorsement to ensure a consistent look with neighborhood and campus standards.

Plaques and signage should be tasteful, discrete and consistent with other campus signage.

**Revision History**

2021/10/19      Policy was routinely reviewed by policy owner and reissued with no updates.