



**Office of the President
University Policy**

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| SUBJECT: FLAG PROTOCOL | Effective Date: 5-20-08 | Policy Number: 1.4 | |
| | Supersedes: Presidential Memorandum #41 | Page 1 | Of 2 |
| | Responsible Authority: Office of the President | | |

APPLICABILITY:

This policy is applicable to the University community and establishes University protocol for the flying of the flags of the United States, the State of Florida, Florida Atlantic University and other approved flags on University campuses and facilities.

POLICY STATEMENT:

A. *Flying the Flag of the United States:* The University will fly the flag of the United States of America in full accordance with the protocol set forth in the United States Flag Code. For detailed information, visit <http://www.ushistory.org/betsy/flageti.html#q09>

B. *Flying the Flag of the State of Florida:* The University will fly the flag of the State of Florida in full accordance with the protocol set forth by the Florida Department of State. For detailed information, visit:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0256/titl0256.htm&StatuteYear=2007&Title=%2D%3E2007%2D%3EChapter%20256

C. *Flying the Flag of Florida Atlantic University:*

1. The Florida Atlantic University flag will be flown at half-staff on all occasions when the flags of the United States and the State of Florida are flown at half-staff.
2. The Florida Atlantic University flag is to be flown at half-staff for three days upon the death of the University President, the Chancellor of the State University System of Florida (SUS), a member of the University's Board of Trustees, a member of the Florida Board of Governors, or an SUS President.
3. The University President may direct the University flag to be flown at half-staff upon the death of a faculty member, staff member, or student of the University.

4. The University President may grant permission to fly the University flag at half-staff:

- a. upon request by faculty member, staff member, student of the University, or by a recognized University organization; and
- b. as determined by the University President to be an appropriate way to memorialize a suitable and unique occasion in accordance with recognized customs and practices.

D. *Other Flags.* The University President may grant permission to fly the flag of another nation, school, entity or region under circumstances deemed appropriate by the University President.

PROCEDURES:

- 1. Requests pertaining to this policy shall be submitted to the Office of the President. The President's office is responsible for providing official notification to the university community.
- 2. The University Police Department shall assume responsibility for the lowering and returning of flags in accordance with this policy at all University campuses and facilities.
- 3. The President's office is responsible for preparing and posting the notification materials for the display box in front of administration building on the Boca Raton Campus. The notification document is one page that identifies the reason the flag(s) are being flown at half staff. If partner campuses have a display box at the base of their flags, this should be done as well.
- 4. Federal, State and University Protocol should be followed when the flags are displayed.
- 5. The United States, State of Florida and University flags should be properly displayed at all major university events and ceremonies.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 1.4

Initiating Authority

Signature: _____ Date: _____

Name: _____ Jennifer O'Flannery, Chief of Staff _____

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____

Name: _____ Jennifer O'Flannery, Chief of Staff _____

President

Signature: _____ Date: _____

Name: _____ Frank Brogan, President _____

Executed signature pages are available in the Office of the General Counsel