

	<b>Florida Gulf Coast University</b> Policy Manual	<b>Policy:</b> 1.005  <i>Approved: 1/27/09</i>
	<b>Title</b>  Flag Policy	<b>Responsible Executive:</b> <i>President</i>  <b>Responsible Office:</b> <i>Office of the President</i>

## I. POLICY STATEMENT

Florida Gulf Coast University (FGCU) is committed to observing appropriate protocols for lowering to half-staff flags that are flown at the University. The United States, State of Florida, and FGCU flags signify important symbols of pride for the students, faculty, staff and visitors to the University, and as such necessitate guidelines for occasions which call for their respectful lowering. This policy sets forth the conditions and processes in which the flags are lowered on FGCU's campus and ancillary locations.

On the last Tuesday of March of each year the Florida Gulf Coast University flag will be lowered in memory of all university community members or members of their families who have passed away

## II. REASON FOR POLICY

The purpose of this University policy is to establish protocols for lowering University flags to half-staff.

## III. PROCEDURES

### A. Flying the Flag of the United States:

The university will fly the flag of the United States of America at half-staff, in full accordance with the protocol set forth in the United States Flag Federal Code and as directed by the President of the United States of America.

### B. Flying the Flag of the State of Florida:

The university will fly the flag of the State of Florida at half-staff, in full accordance with the protocol set forth by the State of Florida and as directed by the Governor.

C. Flying the Flag of the University:

The university flag will be flown at half-staff on all occasions when the flag of the United States and the Florida State flag are flown at half-staff. On other appropriate occasions outlined in Section 6 of this procedure, the university president or the president's designee may direct the university flag to be flown at half-staff.

D. Flag Hierarchy for Half-Staff Flying:

1. In the event the President of the United States requests the United States flag to be lowered to half-staff, **on single flag poles** the Florida and/or the Florida Gulf Coast University flags are to be removed or lowered to half-staff on **multiple flag poles**. The lowering process on single flag poles will be such that the state and university flag will be removed and the United States flag fully raised to the top of the pole and then lowered to half-staff.
2. In the event that the governor, or authorized representative, requests the Florida State flag to be lowered to half-staff on **single flag poles**, the United States flag may be removed from the flag pole based on direction from the Governor's Office. **On multiple flag poles**, the United States flag may remain at full staff and the Florida State and university flags will be lowered to half-staff.
3. In the event that the president of the university requests that the university flag be lowered to half-staff on single poles, the United States or state flags are to be removed and on multiple poles, the United States and state flags are to remain at full staff.

IV. **HISTORY**

This is the first policy to address the subject matter.

V. **APPENDICES**

None

**APPROVED:**

\*s/Wilson G. Bradshaw, Ph.D.  
President

January 27, 2009  
Date

*\*NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*