



UNIVERSITY POLICY P- 02.02-05/18

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: University Flag Display Policy

Responsible Office/Executive: Office of the President

I. Purpose:

A. To establish a University policy and protocol on the display of the flag of the United States of America, the flag of the state of Florida, the University of West Florida Official Flag and other official flags at the University's campus, facilities and events.

II. Flags

- A. Installations. Installations of any flag, including the flag of the United States of America, the flag of the state of Florida and the University Official Flag, may not be established without the express written consent of the University President. Use of these flags at University events also need the express written consent of the University President.
- B. Display. The University may display flag(s) as directed by the University President. The flag(s) will also be lowered on the express order of the University President and will not routinely be lowered on the occasion of death of faculty, students or staff. Exceptions may be made upon the death of a currently enrolled student or currently employed member of the faculty or staff.

III. United States Flag, State of Florida Flag, Official Flag of the University

- A. Location. The U.S. flag shall be flown at the main campus entrance, at the University's Visitor's Center, outside of building 10 and at the University Commons.
- B. U.S. Flag Protocol. The University will fly the flag of the United States of America in full accordance with the protocols set forth in the United States Flag Code governing the proper use and display of the flag, incorporated herein and made part of this official University policy.
- C. The U.S. flag will be flown at half-staff upon the recommendation of the President of the

United States or the Governor of the State of Florida or on orders of the University President. The U.S. flag will not routinely be lowered on the occasion of death of faculty, students or staff. Exceptions shall be made upon the death of a currently enrolled student or currently employed member of the faculty or staff at the discretion of the President.

- D. State of Florida Flag Protocol. 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.
- E. Official University Flag. The President shall establish the official flag of the University of West Florida. The University of West Florida Official Flag will be flown at all times at the entrance to campus.

IV. **Miscellaneous**

- A. Office of the President. All requests pursuant 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.
- B. Proper Etiquette. The United States, State of Florida and University Official Flags should be properly displayed and proper flag etiquette followed at all university events and ceremonies where the flags are in use.
- C. University Police Department. 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.
- D. Other Flags. The University may display other official flags as directed by the University President.

Approved by:


Dr. Martha D. Saunders, President

Date:

5.14.18

History: substantial revisions made to P-2.00-05/01