

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: Q.12

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Subject: Flag Display Policy

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I. General Purpose

The purpose of this policy is to provide guidance on the display of the United States national, State of Illinois, and university flags (“Official Flags”) in observance of applicable laws and traditions, including display at half-staff, as a mark of respect. This policy also formalizes the university’s custom and practice concerning the display in Hermann Hall of the national flags of foreign countries.

II. Scope/Applicability

This policy applies to all Illinois Institute of Technology campuses including, without limitation, the Mies Campus, the Conviser Law Center, Rice Campus and Moffett Campus. This policy only applies to the display of Official Flags. The temporary display of banners and signage by recognized student organizations on university premises are only permitted in accordance with Section IV.K. of the Student Handbook.

III. Display of Official Flags

Illinois Institute of Technology uses the following guidelines when displaying Official Flags on university premises, including during university sanctioned events. The university will display on campus flagpoles the U.S., State of Illinois, and other Official Flags in accordance with federal and state laws as follows:

- Flags should be displayed in accordance with U.S. flag code (4 U.S.C. § 1 *et. seq.*).
- Proper flag etiquette will be followed.
- The U.S. and State of Illinois flags will be flown at half-staff only upon the recommendation of the President of the United States or the Governor of the State of Illinois.

Display of a flag other than the flag of the United States of America and the flag of the State of Illinois including, without limitation, an International Flag, on a university flagpole is not permitted. The maintenance and display of Official Flags flown on university flagpoles shall be the responsibility of the Facilities Department with assistance from the Department of Public Safety.

IV. Display of International Flags in Hermann Hall

This Policy adopts as a policy of Illinois Institute of Technology the custom and practice the university heretofore has followed concerning International Flags displayed from the ceiling of the Gallery Lounge in Hermann Hall. To honor our diverse student body, faculty and staff, Illinois Institute of Technology in its sole discretion may from time to time display flags

representing the foreign countries of origin for students, faculty, and staff, provided that the country whose flag is displayed is officially recognized by the government of the United States of America (“International Flags”). Requests to display an International Flag as part of this installation may be made by a member of the university community provided that the request is in writing and submitted to the Dean of Students (dos@iit.edu), who shall ensure that the International Flag that is the subject of the request conforms to the requirements of this Policy. The Dean of Students is not authorized to waive the requirements of this Policy including, without limitation, the requirement of U.S. recognition, and shall review all received requests no more frequently than once per academic year. The decision to maintain a display of International Flags in the Gallery Lounge of Hermann Hall is reserved to the university in its sole discretion and the university will endeavor to update the flag display periodically as may be warranted.