

# SAP 61.99.99.T0.01 Lowering of University Flag to Half-Staff



Approved: June 10, 2013  
Reviewed: March 6, 2018  
Next Scheduled Review: March 6, 2023

---

## Procedure Statement

---

Tarleton State University (Tarleton) is committed to observing appropriate protocols for lowering the United States, State of Texas and university flags to half-staff.

---

## Reason for Procedure

---

The purpose of this Standard Administrative Procedure (SAP) is to establish protocols for lowering the United States, State of Texas and university flags to half-staff and to clarify responsibilities.

---

## Procedures and Responsibilities

---

### 1. GENERAL

- 1.1 The university flag shall be flown at half-staff on occasions when the flag of the United States of America is at half-staff, as directed by the president of the United States of America.
- 1.2 The university flag shall be flown at half-staff on occasions when the flag of the State of Texas is at half-staff, as directed by the governor.
- 1.3 The university flag shall be flown at half-staff on the day of the Silver Taps Ceremony.
- 1.4 At the discretion of the university president, or designee, the university flag may be lowered to half-staff in response to other community or state events for a period deemed appropriate.

- 1.5 The following classifications indicate individuals for whom the president, or designee, may direct the university flag to be flown at half-staff:
- Currently employed faculty or emeritus faculty
  - Currently employed staff or emeritus staff
  - Currently enrolled students
  - Former university presidents
  - Alumni and special friends of the university – at the president’s, or designee’s, discretion.
- 1.6 The half-staffing of the university flag for individuals other than those enumerated in section 1.5 shall be authorized by the university president, or designee, for such periods as deemed appropriate.
- 1.7 The flag is typically lowered for one day, which is usually the day of the funeral or memorial service unless directed differently by the university president, or designee.

## 2. RESPONSIBILITIES

- 2.1 As soon as anyone on campus becomes aware of the death of a member of the Tarleton community, he or she should notify the Office of the President.
- 2.1.1 A Tarleton community member is defined by section 1.5 above.
- 2.2 The President’s Office, or its designee, is responsible for:
- 2.2.1 Determining if the university flag should be lowered to half-staff, in accordance with section 1 above.
- 2.2.2 Notifying Facility Services to lower the flag(s) and, after the appropriate time, to raise the flag(s).
- 2.2.3 Informing the Tarleton community as to the reason the university flag is at half-staff.
- 2.2.4 Providing the Division of Institutional Advancement with pertinent information.

---

## Contact Office

---

Office of President  
254.968.9100