

HOWARD UNIVERSITY POLICY

Policy Number:	600-003: Student Life
Policy Title:	HOWARD UNIVERSITY FLAG POLICY
Responsible Officers:	Vice President for Student Affairs Chief Operating Officer: Delegated to Executive Director of Public Safety
Responsible Offices:	Office of Student Affairs Department of Public Safety
Effective Date:	November 17, 2021
Next Review Date:	November 17, 2024

I. POLICY STATEMENT

Howard University (“the University”) publicly displays the United States flag and flags of institutional significance in accordance with United States Code and District of Columbia statutes. This Policy provides general guidance to the Howard University community on the raising, lowering and display of these flags on the University’s campuses to assure compliance with federal and state laws and protocols.

II. RATIONALE

From time to time, University-sanctioned student clubs, groups and organizations may want to publicly display flags to raise awareness of important issues or to signal an upcoming event to the wider Howard community (“Awareness Flags”). In support of these efforts, the University has designated a flagpole on the main campus for the express display of Awareness Flags. This Policy provides guidance on the roles and responsibilities associated with Awareness Flags.

It is not the intent of this Policy to duplicate all the instructional content of the Flag Code established in Title 4, United States Code, Chapter 1, as amended, or sections of the Code of the District of Columbia. Please see the addendum to this Policy for excerpts of these codes for guidance on the handling of the United States, District of Columbia, and other Official Flags.

III. ENTITIES AFFECTED BY THIS POLICY

This Policy applies to University-sanctioned student clubs, groups and organizations. Other University-recognized organizations interested in displaying Awareness Flags on campus are guided by the provisions of this Policy, as well.

IV. DEFINITIONS

For the purposes of this Policy, the following terms are defined as:

- A. **Awareness Flag** – A professionally produced flag that complies with size and quality requirements established by the Responsible Offices. To be displayed, Awareness Flags must represent the values of Howard University.
- B. **Awareness Flag Sponsor** – The sponsoring club, group or organization requesting the display of an Awareness Flag. The Sponsor is responsible for the completion and timely submission of the Flag Display Request Form and for providing a flag that complies with all specifications.
- C. **Flag Display Request** – An online form managed by the Office of Student Affairs that is completed and submitted by the Awareness Flag Sponsor or their representative. No Awareness Flag may be displayed on campus without the express approval of the Office of Student Affairs.
- D. **Half-Staff** – The lowering of a flag to half its normal display height on the flagpole as a tribute to a deceased person or persons or to commemorate an event.
- E. **Official Flags** – The United States flag, the District of Columbia flag, and the flags of other nations.

V. POLICY PROCEDURES

A. Official Flags

According to the Flag Code, the United States flag is flown between sunrise and sunset every day and may be flown 24 hours a day if it is illuminated during the hours of darkness. When displaying the United States flag on separate staffs onstage with flags of states, cities, universities, or pennants of organizations, the United States flag must be at the center and highest point of the group. When flags of two or more nations are displayed with the United States flag, they should be flown on separate, identical staffs of the same height: international law forbids flying one nation's flag above another's during peacetime.

The United States flag may be flown at half-staff upon the order of the United States President. The Mayor of the District of Columbia may order half-staff to honor former officials of the District of Columbia and the Governor of Maryland may do likewise to honor former Maryland officials in Maryland. More information on the treatment of Official Flags is provided in the addendum.

B. Awareness Flags

Awareness Flags are professionally produced and comply with the following:

Specifications

Awareness Flags must represent the values of Howard University. They can be no larger than 4-feet by 6-feet. They must be professionally produced; made of materials, such as nylon, polyester or cotton, to withstand wind, heat and rain; be clean and in good condition; and be outfitted with properly placed grommets to allow for hoisting. Slightly smaller flags may require additional lead time to be hung so adjustments can be made to accommodate the size. Flags that do not comply with these specifications will not be eligible for display.

Display Period

Awareness Flags may be displayed for a minimum of 2 days and a maximum of 7 days each semester. Approvals are made on a first-come first-served basis upon receipt of a completed Flag Display Request from a University-sanctioned club, group or organization.

C. Roles and Responsibilities

The roles and responsibilities related to this Policy are as follows:

Office of Student Affairs

The Office of Student Affairs (OSA) is responsible for developing a Flag Display Request form to solicit the following information:

- The name and contact information of the individual making the request on behalf of the Awareness Flag Sponsor.
- The name of the club, group or organization, i.e., the Awareness Flag Sponsor.
- The dates requested for displaying the Awareness Flag.
- A photo of the Awareness Flag and a general description of its condition.
- A brief answer to the question: “Why should this flag be displayed?”
- A brief description of how the flag represents the values of Howard University.

The Vice President for Student Affairs has the discretion to establish a Student Flag Committee to review requests and make recommendations. OSA is charged with ensuring student organizations are approved to submit Flag Display Requests; establishing a process to receive and review Flag Display Requests; and for notifying Awareness Flag Sponsors of the lead time required in filing a request and the disposition of their requests once submitted. OSA provides guidance to Awareness Flag Sponsors on the delivery and pick-up of their Awareness Flag and any penalties for violating this Policy and related procedures.

OSA develops a schedule, based on approved requests, and ensures it is provided to the Department of Public Safety. OSA is responsible for the periodic review and revision of this Policy, as needed.

Department of Public Safety

The Department of Public Safety (DPS) is responsible for the display, upkeep and management of Official Flags in accordance with provisions of the Flag Code and District statutes. DPS provides personnel to raise and lower Official Flags.

DPS is charged with monitoring the condition of flagpoles and related equipment, i.e., cords, ropes, clips and hooks.

DPS provides personnel to raise and lower Awareness Flags. Upon receipt of the schedule from OSA, DPS establishes a procedure with OSA for receiving the approved Awareness Flag, displaying it for the approved time, and returning it to OSA.

Awareness Flag Sponsor

Awareness Flag Sponsors and their representatives are responsible for the accurate and complete filing of a Flag Display Request. Sponsors are responsible for the delivery and pick-up of Awareness Flag according to procedures delineated by OSA. Awareness Flag Sponsors are responsible for complying with this Policy and related procedures.

VI. INTERIM POLICIES

There are no interim policies.

VII. ENFORCEMENT

The Office of Student Affairs and the Department of Public Safety, as the Responsible Offices, will monitor the implementation of this Policy and recommend changes to the Responsible Officers as needed. Clubs, groups, and organizations in the University community that disregard the provisions of this Policy will be disallowed from submitting a Flag Display Request and displaying an Awareness Flag.

VIII. OTHER RESOURCES

[Policy Office | Howard University Office of the Secretary](#)

[Correct on Campus](#) (Also included in Addendum)

[District of Columbia Flag Protocol](#) (Also included in Addendum)