

Administrative Policy

New Jersey Institute of Technology Policies and Procedures for Flags Flown on Campus

I Policy

- It is the policy to display the flag the of the United States daily in a manner adapted from Title 36, Chapter 10 and Title 4, of the United States Code.

II Campus Specific Guidelines for the Flag Poles on the Green

- The Department of Public Safety shall be responsible for the daily raising and lowering the of flags on the Green and their proper condition.
- The United States flag shall be displayed on the highest flag pole.
- The New Jersey State flag shall be on the left and the NJIT flag shall be on the right, as seen facing Fleisher Athletic Center.
- Student organizations may use the two flag poles on the Green that flank the highest, on which the United States flag shall be displayed, for training and ceremonial purposes, with proper notification to and approval from the Dean of Students, who will coordinate with the Department of Public Safety.

III Display at Half-Staff

- Only the President of the United States or the Governor of the State of New Jersey can order flags to be lowered to half-staff. The NJIT protocol is to lower flags to half-staff upon the executive order of the Governor.
- No flag shall be flown higher than the United States flag at half-staff. Other flags must also be brought to half-staff, slightly below the United States flag.
- When lowering flags to half-staff, they shall be lowered slowly and ceremoniously into final position. When returning flags back to the peak of the flag pole, they shall be hoisted briskly.

IV General Rules for Proper Display of Flags

- The United States flag shall be displayed with the union in the canton corner next to and at the peak of the flag pole.
- The order of importance for flag display shall be as follows: the United States, foreign nations, states, local governments, and then all others.
- The flags of foreign nations shall be the same size as the United States flag.
- Multiple Flag Pole Display
 - If a group of flag poles are of equal height, flags shall be displayed in order of importance from left to right, from the observer's point of view.
 - If one pole in a multiple display is taller than the rest, the United States flag shall be placed on that pole. All other flags shall then be placed in order of importance from the observer's left to right.
- If the United States flag is displayed vertically or horizontally from a wall, window sill, or balcony, the union in the canton corner shall be positioned to the upper left, from the observer's point of view.

- When used on a speaker's platform, the United States flag shall be above and behind the speaker. If more than one flag is present, the United States flag should be placed at the left of the platform from the observer's point of view, while all others shall be placed at the right, in order of importance.
- Raising and Lowering of Flags
 - When raised, flags should be hoisted to the peak as briskly as possible.
 - When lowered, flags should be brought down, from the peak, in a slow and dignified manner.
 - When raising and lowering multiple flags, the United States flag should be first raised and the last lowered. All other flags should be raised and lowered either together or in order of importance.
 - All those present in uniform should render a military salute. Those in civilian attire should remove headdresses and place their right hand over their heart.

V Proper Respect for Flags

- At no point in time shall a flag be allowed to touch the ground.
- All flags flown on campus will be all-weather flags and will be illuminated after dark.
- When flags are not in use, they shall be folded and stored in a manner preventing them from being soiled or damaged.
- The United States flag shall always be folded with four horizontal and thirteen triangular folds.
- Public Safety will be responsible for the proper conditions of flags flown on campus and will determine when flags need to be replaced.
- Flags that are no longer in usable condition should be disposed of in a respectful way, such as by burning.

Review:

Holly C. Stern
General Counsel

Approval:

Henry A. Mauermeyer
Senior Vice President
for Administration and Treasurer

Joel S. Bloom
Vice President
for Academic and Student Services

Robert A. Altenkirch 10/18/05

President

To be reviewed at least once every five years.