

 <b>RHODE ISLAND COLLEGE</b>	<b><i>College Flags at Half-Staff</i></b>	<b>OFFICIAL COLLEGE PRACTICE</b>
<b>RESPONSIBLE OFFICE:</b> <a href="#">Office of the President,</a> <a href="mailto:PresOff@ric.edu">PresOff@ric.edu</a>	<b>OWNER OF PRACTICE:</b> <i>President or designee</i>	<b>EFFECTIVE DATE:</b> 2013/11/07 <b>REVISION HISTORY:</b> <i>practice first codified 2009/04/09; amended 2011/03/10</i>

### **College Flags at Half-Staff**

It shall be the practice at Rhode Island College to honor the memory of certain members of the college community upon their passing by lowering the college flag to half-staff. Individuals to be so memorialized are to include currently enrolled students, full-time faculty and staff in current service, as well as those holding emeritus status. Adjunct faculty who are members of the bargaining unit or who pass away during a semester in which they are teaching shall also be honored in this manner. Any member of the college community with knowledge of such passing is asked to contact the president as soon as possible in order to relay necessary information. ([ncarriuolo@ric.edu](mailto:ncarriuolo@ric.edu))

The college flag shall be lowered at the direction of the college president or designee of the president until the conclusion of funeral services for the deceased. If there is no funeral service, or if the college is notified after the funeral service has been held, the college flag will be lowered until the close of business on Friday of the week in which the college was notified. The physical plant administration shall be responsible for carrying out this procedure under the direction of the president or president's designee.

When college flags are flown at half-staff, a brief notice shall be posted on the home page of the college website. This notice may link to an online obituary or other message providing information about the individual and/or funeral arrangements, if such shall be available. Faculty and staff will also be notified by email.

When the United States and/or Rhode Island flags are lowered to half-staff by order of the President of the United States or by the Governor of Rhode Island, respectively, the college flag shall also be lowered.