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### Policy for University Flag to be Lowered at Half-Staff

The United States and Pennsylvania State flags are lowered to half-staff when the Nation or Commonwealth is in mourning after the passing of a dignitary. The University of Scranton Flag is also lowered during such times.

The University will lower the University Flag for three business days when a member of the University community has passed, such as current Faculty, Staff, Student or Board members. Confirmation to lower the flag will be made by the Office of News and Media Relations upon notification of the passing. The President's Office may identify other recipients to be given the honor of lowering the flag out of respect for the deceased.

When flags are lowered, it tends to prompt questions from the University community as to whom has passed. When this occurs, an email message will be sent to the campus community recognizing the deceased and the lowering of the flag in their honor, and a message placed on the University website.