

Chancellor's Memorandum

CM-4 – The Flags of the United States and State of Louisiana at the Health Sciences Centers

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

February 21, 1973

1. General responsibility for raising and lowering the flags is assigned to the medical center security office.
2. The flags will be raised and lowered in accordance with recognized standard procedure.
3. The flags shall be flown at half-staff only at the following times:
 - a. On Memorial Day (May 30) until noon only, then raised to the top of the staff.
 - b. For thirty (30) days from the death of The President or a former president of the United States (Presidential Proclamation 3044).
 - c. From the day of death until interment for the Governor of the State of Louisiana (Presidential Proclamation 3044).
 - d. On the day of death and the following day for a United States Senator or United States Representative from Louisiana (Presidential Proclamation 3044).
 - e. On special days of national mourning proclaimed by the President of the United States.
 - f. On days of mourning proclaimed by the Governor of the State of Louisiana.
 - g. On days of mourning proclaimed by the President of the LSU System.
 - h. On days of mourning proclaimed by the Chancellor of the Health Sciences Center.

The general practice of lowering the flag upon the death of any member of the University family -- Student, Faculty, Staff -- is discontinued, since this practice by its great frequency in our large University population has lost meaningfulness.

4. Before lowering the flag to half-staff, the office responsible shall notify the Office of the Chancellor.

Signed: William H. Stewart, M.D., Chancellor