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Lowering of University Banner as a Sign of Mourning Procedure

Office of Administrative Responsibility:	Convocation and Ceremonies Office
Approver:	Office of the Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community

Purpose

To state how to notify the Convocation and Ceremonies Office of the death of certain members of the University Community.

To indicate how one might make a recommendation to the Convocation and Ceremonies Office regarding the lowering of the University of Alberta Banner to the half-mast position as a sign of mourning.

To state the responsibilities of the Convocation and Ceremonies Office with respect to the lowering of the University of Alberta Banner.

PROCEDURE

To notify the Convocation and Ceremonies Office of the death of a current undergraduate or graduate student, an Honorary Degree recipient, a professor emeritus, a serving member of the Board of Governors or Senate, or a staff member, complete and submit the Notice of Death form. The Convocation and Ceremonies Office will arrange for the lowering of the University of Alberta Banner to the half-mast position as a sign of mourning.

A flag or all three flags (National, Provincial and University) may be lowered for National, Provincial or International incidents or deaths that have a direct connection to the University.

All three flags (National, Provincial and University) will be lowered annually for the National Day of Mourning for those who have suffered and died in the workplace (April 28th) and Remembrance Day (November 11th).

To recommend lowering the University of Alberta Banner to the half-mast position for others not mentioned above, complete the Request for Lowering of University Banner and submit it to the Convocation and Ceremonies Office. Action will be taken at the discretion of the Convocation and Ceremonies Office with appropriate consultation with the Office of the President, as necessary. This same sign of mourning may be initiated solely at the discretion of the President without any such recommendation.

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Notice of Death Form](#)

[Request for Lowering of University Banner](#)

RELATED LINKS

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There are no related links for this Procedure.