

FALS POLICIES AND PROCEDURES

1. **Events Eligible for FALS Credit.** Events which fall under the auspices of the Fine Arts Division will be eligible for FALS credit. (Examples include art exhibits, musical and theatrical productions, and dance performances.) Lectures and discipline-sponsored events of general interest to the Lander University community will also be eligible for FALS credit. (Examples include lectures, debates, forums for social issues, presentations of senior projects and research of students.) The criteria for determining whether or not an event receives FALS credit are listed on page 2 of the application form.

2. **Obligations of Students.** Students must attend the required number of FALS events as published in the catalog in order to receive the one (1) FALS credit required for graduation. Students must receive a FALS card before the event which they are attending actually starts, must attend the entire event, and must turn in the FALS card at the conclusion of the event in order to receive credit. The Chair of the FALS Committee will listen to individual questions or appeals and will explain policies to the individuals involved. FALS requirements must be completed prior to exam week of the anticipated semester of graduation.

3. **Obligations of Sponsors.** Those wishing to sponsor a FALS event must obtain an application from the Office of Academic Affairs, fill out the application completely, and return it to Academic Affairs at least ten (10) working days prior to the event. Failure to completely fill out the application and/or submit the application on time may result in the disapproval of the event. A student group or an individual student requesting approval for a FALS event must find a faculty sponsor to submit the application and be responsible for the FALS cards. Only applications sent by faculty sponsors will be accepted. Sponsors may not advertise that an event is FALS approved until the FALS Committee has formally approved the event. If any information on the application is amended, i.e., the time or place of the event, the sponsor must contact the Chair of the FALS Committee through the Office of Academic Affairs well in advance of the event. Sponsors are responsible for handing out FALS cards before the event begins and collecting FALS cards at the end of the event. The sponsor/advisor of a student group or individual is responsible for picking up and returning FALS cards to the Office of the Registrar and Institutional Research. FALS cards are to be turned in on the next working day after the event has ended with exception of FALS cards for Greenville events. Those cards must be turned in within five (5) working days. It is the responsibility of the sponsor/advisor to make sure participating students are not given cards. Students participating in or required to attend FALS events are ineligible to receive FALS credit for that event. Students, with the exception of Presidential Ambassadors, will not distribute or collect FALS cards at approved events. Only FALS approved sponsors may receive cards from and return cards to the Office of the Registrar. FALS cards will not be accepted from students. There are no exceptions to this rule.

4. **Obligations of the Office of Academic Affairs.** The Office of Academic Affairs will deliver copies of the application to all members of the FALS Committee. The Office will also be responsible for notifying the Office of the Registrar and the Office of University Relations and Publications of any approved events and will maintain the FALS Bulletin Board. When advertising special FALS events (such as ones in Greenville), the procedures for obtaining FALS credit must be made clear. All students may attend FALS events on the Lander campus OR special FALS events that are scheduled in Greenville for University Center students.

5. **Obligations of the FALS Committee.** Within 24 hours of receipt, the members will normally review the application and phone or e-mail their recommendation to the Chair of the FALS Committee or mail their recommendation to the Chair through campus mail. As soon as a majority of the votes (including the Chair's vote) are in agreement, the Chair signs the application approved or disapproved and delivers it to the Office of Academic Affairs. Any unusual or controversial requests may be brought to the floor of the Senate for discussion.

In order to assure that no Lander associate is a main presenter at more than one FALS event during a given academic year, the Chair of the FALS Committee is responsible for keeping track of the names of Lander faculty, staff, and administrators who have been main presenters.

6. **Obligations of the Office of the Registrar.** The Office of the Registrar will maintain all records of FALS credits for individuals. The Office will determine if each individual has fulfilled the FALS graduation requirement. The Office will supply sponsors with FALS cards and will maintain the returned cards as needed. The Registrar will notify the Chair of the FALS Committee of any petitions dealing with FALS issues.