**Shepherd University • Syllabus Checklist**

**Federal Compliance**

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| **SYLLABUS CHECKLIST** |  |
| Course Title |  |
| Course Prefix & Number |  |
| Semester & Year |  |
| Location & Meeting Times |  |
| Number of Credit Hours |  |
| Modality (face-to-face, hybrid, online) |  |
| Number of Credit Hours |  |
| Instructor Name |  |
| Instructor Contact Information |  |
| Instructor Office Information (Building & Room) |  |
| Instructor Office Hours |  |
| Course Description from the SU Catalog\* |  |
| LEAP GOALS (undergraduate) & Learning Outcomes\*\* |  |
| Other course goals and outcomes |  |
| Attendance Policy |  |
| Textbook/Course Readings Information |  |
| Grading Procedures |  |
| Academic Integrity Statement |  |
| Disability/Academic Support Services Statement |  |
| Late work policy |  |
| Course Timeline (progression of material) |  |
| Emergency/RAVE Statement | **optional** |

\*Syllabi should contain the course description as found in the *current* SU catalog.  Additional information may be listed elsewhere on the syllabus; however, the course description should match that in the *current* catalog.

\*\*Student learning achievement or outcomes for a specific course should be the same, regardless of section, instructor, modality, or course length (full-term vs. part-of-term).  The same applies to the assignment of credit hours.