

**Title: Degree Breadth Procedure**

**Original Date:** November 24, 2016

**Date of Approval:** February 2, 2024

**Effective Date:**  
February 7, 2024

**Last Review Date:**  
May 23, 2025

**Approved By:** Provost  
and VP Academic

## 1. Purpose

This procedure supports Sheridan's Degree Breadth Policy by guiding the development of new curriculum and processes associated with curriculum evaluation and consultation.

## 2. Scope

This procedure applies to Ontario Baccalaureate degrees and impacts students, faculty and Academic Faculties connected to these credentials.

## 3. Definitions

**Block Transfer:** This designation is used to identify a series of courses from the calculation of the GPA.

**Course Exclusions:** Breadth courses that have been excluded as elective choices for students registered in specific degree programs. Determination is made based on the course being too similar to the Program's core curriculum as determined by the Academic Faculty in consultation with SPARK: The Sheridan Centre for Academic Excellence.

**Degree Breadth Elective:** Breadth electives which are chosen by students outside of their field of study to meet their breadth requirements.

**Fields of Study:** Curricular areas of focus for core and non-core courses as defined by the Postsecondary Education Quality Assessment Board (PEQAB).<sup>1</sup> Breadth courses are categorized within the following fields of study and disciplines:

- Humanities: English/Literature, History, Philosophy, Religious Studies
- Social Sciences: Anthropology, Psychology, Sociology/Criminology
- Global Culture: Cultural Studies, Political Science, Film Studies
- Science
- Mathematics

**General Education:** Curriculum for students in Ontario College Certificates, Diplomas and Advanced Diplomas that is outside core programs of study, meeting the requirement of The

<sup>1</sup> PEQAB Manual for Ontario Colleges: Four Year Degrees September 2023, p. 22.

Ministry of Advanced Education and Skills Development's *Binding Policy Directive: Framework for Programs of Instruction 2005*.

**Mandated/Accreditation Breadth Courses:** Breadth courses which are identified and determined to be required by the Academic Faculty for students registered in a specific degree program as per PEQAB guidelines or industry accrediting body.

#### **4. Procedure**

##### **4.1. Planning and Delivery of Degree Breadth**

- 4.1.1** The Faculty of Humanities and Social Science has responsibility for:
- planning and staffing Degree Breadth Electives offered at Sheridan, and
  - evaluating all Advanced Standing and Prior Learning Assessment requests for Degree Breadth electives
  - Coordinating with Academic Faculties on the development, delivery and staffing of any Mandated/Accreditation Breadth Courses

##### **4.2 Curriculum Development and Approvals**

- 4.2.1** The Dean of the Faculty of Humanities and Social Sciences will determine if Faculty has the resources required to develop Degree Breadth course(s) and if the course(s) will continue to broaden Sheridan's breadth offerings. If approved for development:
- a. The *Course Outline* will be fully developed for each new course;
  - b. The *Course Evaluation Matrix* will be created for each new course;
  - c. The *Request for New Course* will be created for each new course.
- 4.2.2** Each course will be submitted to the formal credit course approval process.
- a. Each course will be presented to the Faculty of Humanities and Social Sciences curriculum review process for formal approval; if approved
  - b. Each course will be presented to the Curriculum Implementation Committee (CIC) for approval; if approved, the course may be published as available for deliver.
  - c. The course will be reported to the Ministry of Training, Colleges, and Universities (MTCU) as part of periodic Breadth Capacity Review.
- 4.2.3** The Faculty of Humanities and Social Sciences (FHASS) is now authorized to proceed with the internal process for offering and delivering new courses when deemed necessary.

##### **4.3 Block Transfer**

The Faculty of Humanities and Social Sciences is responsible for conducting the academic

evaluation of General Education courses, ensuring the courses satisfy the requirements for General Education and determining the corresponding Field of Study at the Degree Breadth level. The Office of the Registrar will confirm students' General Education courses meet the cumulative grade point average and minimum individual grade requirements for Block Transfer and will process such Block Transfers.

#### **4.4. Course Exclusions**

The Faculty of Humanities and Social Sciences has the responsibility for communicating new curriculum developments in Degree Breadth to the degree programs. Academic Faculties, in consultation with SPARK, will determine if an exclusion is warranted for any courses based on the course being too similar to the program's core curriculum. The Academic Faculties will communicate any exclusions, or changes to existing exclusions, to the students, the Office of the Registrar for system implementation and The Faculty of Humanities and Social Sciences for planning and communication purposes.

#### **4.5. Accreditation Breadth Courses**

In cases where degree programs are governed by accrediting or other industry/professional regulatory bodies requiring specialized liberal arts courses, the Academic Faculties may deliver Accreditation Breadth courses to prevent an extraordinary number of credit hours. The Faculty of Humanities and Social Sciences will support the Academic Faculties in their development of such courses.

#### **Responsible Executive:**

The Faculty of Humanities and Social Sciences will interpret and apply the Policy and has the responsibility to draft any associated procedures. The Provost and Vice President Academic has the responsibility to approve any associated procedures.

Responsible Executive: Provost and Vice President Academic

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### **5. Related Documentation (Procedures/Additional Policies/Forms)**

[Degree Breadth Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Procedure](#)

[Credit Transfer Policy](#)

[Credit Transfer Procedure](#)

[General Education Policy](#)

[General Education Procedure](#)

[Sheridan Board Undergraduate Certificate Development Procedure](#)

[PEQAB Manual for Ontario Colleges: Four Year Degrees September 2023](#)

[Graduation Policy](#)