

TITLE: Degree Breadth Procedure

Date of Approval: November 24, 2016

Mandatory Review

Approved By:
Provost and VP
Academic

Effective Date: January 3, 2017

Date: January 3, 2020

1. Purpose

This procedure supports Sheridan's Degree Breadth Policy, guiding the development of new curriculum and processes related to curriculum evaluation and consultation.

2. Scope

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

3. Definitions

Block Transfer: This designation is used to identify a series of courses which have been used to satisfy a transfer agreement. This designation excludes the 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 the Centre for Teaching and Learning.

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 PEQAB.¹ 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

¹ PEQAB Handbook for Ontario Colleges, 2016, p. 22.

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

Mandated 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.

PEQAB: Postsecondary Education Quality Assessment Board

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 Breadth courses

4.2 Curriculum Development and Approvals

4.2.1 The Dean of the Faculty of Humanities and Social Sciences will determine if the 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 Local Academic Council (LAC) for formal approval; if approved
- b. Each course will be presented to the Academic Resource Committee (ARC) for approval; if approved
- c. The ARC will recommend each new course to the Ministry of Advanced Education and Skills Development (MAESD), while Sheridan's capacity to deliver breadth remains in good standing with PEQAB
- d. Once approved by MAESD, the course may be published as available for delivery

4.2.3 The Faculty of Humanities and Social Sciences (FHASS) may now follow internal process to offer and deliver the new course or courses when warranted.

4.3. Block Transfer

The Faculty of Humanities and Social Sciences has responsibility for the academic evaluation of General Education courses, confirming 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 the Centre for Teaching and Learning, 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. Cross-College Consultation and Information Sharing

Sheridan's Degree Coordinating Committee, with a constituent membership of Academic Deans and Associate Deans from all degree programs and representatives from the Centre for Teaching and Learning, will feature a standing agenda item for its meetings to promote cross-college collaboration and information sharing on matters pertaining to Degree Breadth.

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

Contact: Faculty of Humanities and Social Sciences; Sean McNabney, Associate Dean
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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](#)

[Advanced Standing Policy](#)

[Advanced Standing Procedure](#)

[General Education Policy](#)

[General Education Procedure](#)

[Procedure to Develop and Approve a Sheridan Board Undergraduate Certificate](#)

[PEQAB Handbook for Ontario Colleges 2016](#)

[Graduation Policy](#)