

The Superintendent/President, Vice President of Academic Affairs, and the faculty of the District are charged with the responsibility of engaging in a continuing review of the educational offerings of the District for the purpose of adding, revising, or eliminating courses or curricula as needed within the resources available. The primary mechanism for such study shall be the Academic Senate's Curriculum Review Committee.

The Curriculum Review Committee shall receive proposals for curriculum change that have been subject to prior review by the appropriate Department and the appropriate supervising administrator. Recommendations of the Curriculum Review Committee are forwarded through the Superintendent/President to the Board of Trustees for final approval. New or revised courses may be offered beginning with the term following the one in which the Board or Trustees voted its approval.

The Sonoma County Junior College District standard shall be to award one unit of credit for 52.5 hours of lecture, study or laboratory work.

The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, laboratory or study work in half unit increments.

The College Catalog, officially adopted by the Board of Trustees, provides specific information about the curricula of the District. Further, there shall be an outline of all courses, credit and non-credit, on file in the Office of Academic Affairs. Official outlines for all courses shall be maintained on the District website. The same set of standards shall apply to all sections of any course. That is, the same prerequisites, minutes of instruction, and basic course content shall prevail regardless of where or when the course is taught.

Curriculum processes, procedures and guidelines are maintained by the Curriculum Review Committee and are detailed in the SRJC Curriculum Writers Handbook. This document is available for review online and in the Office of Academic Affairs, Department Chair offices, offices of supervising administrators, Office of the Dean of Curriculum and Educational Support Services, Office of the Dean of Counseling and Support Services, Doyle Library, Mahoney Library and the Resource Center for Staff Development.