



# AE Course Modification Form for Community Colleges ONLY

Non-community college providers should fill out this [JotForm](#)

Instructions: Answer all the **bold** questions. Answer the *italicized* questions only if they are applicable.

See the Provider Manual for more details.

**Provider Name:** \_\_\_\_\_ **5-Digit College #** (this can be found in DAISI under Administration > Program Details): \_\_\_\_\_

**Fixed Enrollment:** \_\_\_\_\_ **Open Enrollment:** \_\_\_\_\_ **Course Number/Code:** \_\_\_\_\_ **Course Title/Name:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_ **Number of Weeks:** \_\_\_\_\_ **Times Course Can Be Repeated** (must be ≤ 3): \_\_\_\_\_ **Units of Instruction Min:** 0.5 **Units of Instruction Max:** \_\_\_\_\_

**Job Skills Incorporated:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_ **Math Only:** \_\_\_\_\_

**Will any class sections of this course be offered in Hybrid or Distance Learning format?** \_\_\_\_\_ *Note: If no, skip to the "Submitted By" section*

*Curriculum to be used* (must be approved by ICCB): \_\_\_\_\_

*% of class time using curriculum* (Hybrid only; enter a range if this will vary from class to class): \_\_\_\_\_ *How will proxy hours be tracked?* \_\_\_\_\_

*Does this course meet web-accessible standards/ADA -compliance?* \_\_\_\_\_

*Explain how it is ADA-compliant.*

**Explain what you are changing about this course and why you are changing it.**

**Submitted By:** \_\_\_\_\_

Printed Name

Title

Phone

Signature

Date

Email Address

**Attach this form to your ICCIS submission. You do not need to attach a syllabus unless the syllabus for this course is being changed.**

**If you are changing the syllabus, attach it to your submission. It should have the following components:**

- a topical outline
- specific objectives of the course
- a method for evaluating student performance
- CCR-standards alignment; and
- EL/Civics competencies (if applicable)